

WATER & SEWER SERVICEPERSON (DIVISION 3)

SUMMARY

Maintains the City's water and sewer system and lift stations; installs and maintains water meters.

SUPERVISION RECEIVED

Works under the direction of the Foreman or Superintendent of the Water and Sewer Division.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

1. Repairs and maintains water and sewer mains and fire hydrants. Establishes and maintains necessary traffic controls; removes pavement using heavy equipment, jackhammers, or hand tools; digs to locate main; performs repair to main; replaces excavation.
2. Installs water taps and meters. Checks customer services for leaks; detects and removes stopped or defective meters. Locates, replaces or repairs curb boxes. Restores surface as necessary, including ground cover. Turns water on and off.
3. Flushes water mains; maintains and repairs water valves; tests and repairs water hydrants.
4. Cleans sewer mains using jet rodder and other equipment.
5. Checks and maintains sewer lift stations.
6. Uses pickup trucks, heavy dump trucks (with or without trailers), backhoes, compressors, generators, and other equipment in the performance of required duties.
7. Performs routine preventive maintenance tasks such as checking filters and fluid levels for gas and diesel-powered vehicles, hydraulic systems, small engines, and equipment as assigned.
8. Maintains records of water and sewer mains, services, laterals, valves, and meters.
9. Reads water meters as directed.

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10. Performs unskilled or semi-skilled tasks related to maintenance and upkeep of buildings and grounds, such as but not limited to snow removal, sign replacement, debris removal, painting, sweeping and site clean up.
11. Adheres to established safety policies and procedures and participates in safety instruction and programming.
12. Accurately records activity, labor, and equipment time on time cards, in keeping with departmental policies. Records information related to vehicle usage, equipment, maintenance, work assignments and other activities.
13. Performs related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience in the general repair work related to water distribution and sewer systems, including some experience involving the installation, servicing, and repair of water meters and related equipment.

Knowledge of and ability to operate common tools and equipment used in the repair and maintenance of water and sewer mains, equipment, streets and grounds, including but not limited to air compressors, jackhammers, and generators.

Ability to operate equipment needed to perform job duties.

Ability to work overtime, particularly in emergency conditions.

Ability to maintain effective working relationships with fellow employees and the public.

Educational requirements include a high school diploma or the equivalent.

A valid Michigan Driver's license with CDL class A and class N endorsements and valid medical card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; talk and hear; reach with hands and arms, stoop, kneel, and crouch. The employee is occasionally required to sit, climb or balance, and travel to other locations. The employee must frequently lift and/or move items of up to 60 pounds. The

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employee may be required to work in the same position for extended periods of time. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and/or heavy machinery equipment and all types of outside weather conditions. The employee is frequently exposed to fumes or airborne particles, grease and oil from equipment. The employee is occasionally exposed to toxic or caustic chemicals, and vibration, or required to work in a confined space requiring skills and training. The noise level is usually moderate.

April 1999