

## WATER & SEWER SERVICEPERSON (DIVISION 3)

### THE OPPORTUNITY

The City of St. Joseph is seeking a qualified candidate to help maintain the City's water and sewer system, including lift stations, as well as install and maintain water meters.

### SUPERVISION RECEIVED

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

### SUPERVISION EXERCISED

None.

### RESPONSIBILITIES

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

- 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 mains; performs repairs; and restores excavations.
- 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.
- Flushes water mains; maintains and repairs water valves; tests and repairs fire hydrants.
- Cleans sewer mains using a jet rodder and other equipment.
- Inspects and maintains sewer lift stations.
- Operates pickup trucks, heavy dump trucks (with or without trailers), backhoes, compressors, generators, and other equipment required for job duties.
- Performs routine preventive maintenance tasks such as checking filters and fluid levels for gas- and diesel-powered vehicles, hydraulic systems, small engines, and other equipment.
- Maintains records of water and sewer mains, services, laterals, valves, and meters.
- Reads water meters as directed.
- Performs unskilled or semi-skilled tasks related to the maintenance and upkeep of buildings and grounds, such as snow removal, sign replacement, debris removal, painting, sweeping, and site cleanup.
- Adheres to established safety policies and procedures and participates in safety training and programming.
- Accurately records activity, labor, and equipment time on timecards, in accordance with departmental policies. Records information related to vehicle usage, equipment maintenance, work assignments, and other activities.
- Performs related duties 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 represent the knowledge, skills, and abilities (KSAs) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in general repair work related to water distribution and sewer systems, including 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 necessary to perform job duties.
- Ability to work overtime, particularly in emergency conditions.
- Ability to maintain effective working relationships with fellow employees and the public.

### REQUIREMENTS

High school diploma or equivalent.

A valid Michigan Driver's License with CDL Class A and Class N endorsements and a valid medical card.

### PHYSICAL DEMANDS

The physical demands described here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these 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.
- Occasionally sit, climb, balance, and travel to other locations.
- Frequently lift and/or move items up to 60 pounds.
- Work in the same position for extended periods.
- Have close vision, distance vision, peripheral vision, depth perception, and the 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 these functions.

While performing the duties of this job, the employee is regularly exposed to:

- Moving mechanical parts and/or heavy machinery equipment.
- All types of outside weather conditions.
- Fumes, airborne particles, grease, and oil from equipment.
- Occasionally, toxic or caustic chemicals and vibrations or confined spaces requiring specialized training.
- The noise level is usually moderate.