



Water Maintenance Crew Member

Department: Public Works

Division: Water / Wastewater

Supervisor: Public Works Director

FLSA Status: Non-Exempt

PW-WW

\$37,440.00 - \$41,600.00 Annually

\$2,880.00 - \$3,466.67 Monthly

\$18.00 - \$20.00 Hourly

JOB SUMMARY

This position performs technical duties in support of meter reading and water quality compliance operations.

MAJOR DUTIES

- Assists with water and sewer infrastructure operations and maintenance functions.
- Applies pesticides and herbicides as directed.
- Reads and re-checks water meters, gauges and flow meter readings for field operations.
- Connects, disconnects and reconnects services.
- Operates and maintains a variety of light and heavy equipment including backhoe, loader, dump truck, jack hammer, and sewer machines; drives other city vehicles and operates other power equipment as necessary.
- Maintains daily field log, complete work orders, and communicate with other city employees on work done.
- Reads and interprets various charts, dials, and gauges in the pump and lift stations.
- Responds to after-hours emergencies.
- Maintains a safe working environment.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of water and wastewater system maintenance and repair principles.
- Knowledge of safe work principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of department policies and procedures, and federal, state, and local laws and regulations.
- Skill in the operation and maintenance of mechanical and electronic equipment.
- Skill in the operation of heavy equipment, hand and power tools.
- Skill in planning, organization, and decision making.
- Skill in oral and written communication.
- Knowledge of basic mathematical calculations.

SUPERVISORY CONTROLS

The Public Works Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal environmental regulations, city ordinances, and city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY / SCOPE OF WORK

- The work consists of related technical duties. Changing environmental conditions contribute to the complexity of the position.
- The purpose of this position is to monitor and coordinate the operations and repair of a water and wastewater infrastructure. Successful performance contributes to the efficiency and effectiveness of field operations and to compliance with federal and state regulations.

CONTACTS

- Contacts are typically with co-workers, contractors, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.
- Work is performed outdoors, occasionally in extreme weather conditions. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts and contagious or infectious diseases. The work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated, Class B CDL with air brakes and tanker Endorsement preferred.
- Possession of or ability to readily obtain state certification as a water or wastewater operator as appropriate.
- Possession of or ability to readily obtain Texas Commission on Environmental Quality Class D Water / Wastewater License is preferred.

ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature

Date

Employee Printed Name