



JOB DESCRIPTION

Job Title: Water & Sewer Maintenance
Department: GMSA
Classification: Non-Exempt
Pay Grade: Grade 7 – Steps 1-20
Salary Range: \$24,994 - \$39,991
Reports to: Utility Superintendent
Date Updated: March 2016

SUMMARY

Under the supervision of the Utility Superintendent, the Water & Sewer Maintenance employee performs responsible duties by maintaining a safe and working system with general maintenance and upkeep and maintaining all required paperwork.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Repairing Water & Sewer lines
- Change Pumps
- Install new services
- Read water meters
- Repairs water meters
- Service disconnections
- Available to be on-call one week per quarter

PERIPHERAL DUTIES

- Backup for GMSA departments as needed
- Service and maintain water and sewer system
- Makes appropriate decisions for proper customer service
- Helps subordinates accomplish tasks, as needed
- Abides by all standards, conduct and policies, as stated in the Personnel Policy and Procedures Manual

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education, Licensure, or Certification

- High School Diploma or GED
- Driver's License
- Class D Water and Wastewater License
- 12 Months allowed to obtain Licensing or Certifications

Experience, Specialized Knowledge, and Other Requirements

- Ability to operate equipment within the water and wastewater system
- Knowledge of all safety regulations

Knowledge, Skills and Abilities – With or without accommodations

Knowledge

- Basic knowledge of equipment
- Basic Math skills
- Customer Service

Physical

- Has ability to perform physical activities such as standing, walking, and shoveling for long periods of time.
- Ability to lift and carry heavy loads
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction
- Has ability to work within environment described below

Cognitive

- Ability to listen, understand, read, write and communicate information
- Ability to follow rules and regulations of GMSA
- Ability to use logic and reasoning to identify appropriate solutions or approaches to problems
- Ability to be compliant with rules and regulations regarding safety
- Ability to establish and maintain effective working relationships with subordinates, peers, superiors and the public

The physical and cognitive 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.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works outside under normal and extreme weather conditions. The employee regularly stands, walks and shovels for extended periods of time.

Personal protective equipment shall be provided by the City and shall be worn when required.

SUMMARY

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand my duties described above.

Employee

Date