

City of Sullivan Job Description

W & S Semi-Skilled Laborer

General Purpose of Position

Constructs and maintains water and sewer lines

Major Duties and Responsibilities

Maintains well houses

- \$ Cleans equipment and facility
- \$ Maintains proper pressure and chemical balance in system
- \$ Makes sure water towers are at proper levels, checking instrumentation and alarms
- \$ Troubleshoots gauge or pumps malfunctions
- \$ Refills chemicals, air tubes, etc. when necessary
- \$ Paints, mows, and weeds facility

Installs and maintains water and sewer lines

- \$ Digs trenches following set safety measures
- \$ Shovels loose dirt and gravel into ditch; operate front-end loader
- \$ Makes certain joints fit properly and lays pipes at proper angle
- \$ Uses proper material for pipe bed
- \$ Tests pipe for proper pressure leaking, etc.
- \$ Performs backfilling and landscaping, sowing seed and using straw
- \$ Assists with project planning and materials estimation
- \$ Helps to map new and existing water and sewer lines, using a GPS system when needed

Performs repairs on water and sewer main breaks

- \$ Digs line, jackhammers, recognizing risk of flooding and water line contamination
- \$ Determines extent of necessary repair
- \$ Completes appropriate repairs
- \$ Re-fills and landscapes as needed

Makes water taps

- \$ Determines appropriate meter to install
- \$ Assists with paperwork needed for billing
- \$ Takes meter and other necessary equipment to site and installs meters
- \$ Checks for water pressure and accuracy of installation

- § Repairs and replaces parts related to the connection to the water system

Performs maintenance duties

- § Checks and maintains lift stations, pump stations, grinder pumps, blowers, gravity and pressure lines and other system components
- § Removes and replaces motors, checks valves, seals impellers, and electrical components
- § Maintains, replaces and repairs fire hydrants and their connections to the water system
- § Cleans out manholes, wet wells, and sewer mains
- § Searches for problems using camera lines
- § Assists Wastewater Treatment Plant Operator, when needed

Installs new taps and systems

- § Sets manholes, wet walls, and lays pipe in ditches
- § Finishes restoration of landscaping
- § Wires electric motors and control panels

Operates various types of equipment

- § Uses basic hand tools
- § Uses Gas Detector for checking sewer gases an manholes and buildings
- § Utilizes Volt and Amp meters to troubleshoot control panels
- § Uses Sewer Cleaning Machine to clean and maintain sewer lines, manholes, and wet wells, determining the correct hose to use, operating hose to clean pipe, maintaining appropriate water pressure, and checking to assure blockage has been cleared
- § Operates jackhammer and dump truck for cutting roads and clearing rock out of ditches

Reads utility meters

- § Takes monthly readings for residential, commercial, and city meters
- § Provides readings to departmental administrative staff
- § Deals with residents and animals on route as needed

Performs other duties as directed

Job Context

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|---|--|
| Status | Full-time |
| FLSA status | Non-exempt |
| Department | Water and Sewer |
| Immediate Supervisor(s) | Water and Sewer Commissioner |
| Frequency of supervision | Daily |
| Number of supervised employees | 0 |
| Number of employees overseen or directed | 0 |
| Type of work schedule | Regular hours, year around |
| Frequency of overtime | Occasional, for workload or emergencies |
| Frequency of night work | Occasional |
| Shift position | Not applicable |
| On call status | Rotating schedule and emergencies |
| Percentage of work indoors | 10% |
| Percentage of work outdoors | 90%, in all types of weather conditions |
| Types of accountabilities | Legal, Safety |
| Exposure to chemicals/hazardous materials | Daily |
| Applicable chemicals/hazardous materials* | Fluoride, chlorine, raw sewage, industrial waste, cleaners, and solvents |
| Average stress level of this position | Moderately high, but varies with circumstances |
| Physical work associated with this position** | Digging, bending, lifting and carrying, climbing in and out of manholes, low ventilation, and darkness and poor lighting |

* Exposure to chemicals/hazardous materials may not be limited to this list.

** These are the most common types of physical work associated with this position; however, this list is not considered exhaustive.

Licenses and Certifications

The person in this position is required to have a valid commercial driver's license with airbrakes and tank endorsement. In addition, the person in this position must be able to work towards and obtain a water, distribution, and wastewater certification.

Education and Experience

The person in this position is required to have a high school diploma or its equivalent. Three years of experience in water and sewer construction and maintenance is strongly recommended; five years is preferred.

Knowledge, Skills, and Abilities

Knowledge

- \$ Proper installation, maintenance and repair of sewer and water pumps
- \$ Appropriate fittings, pipes and materials needed for maintenance and repair
- \$ Proper storage and use of various chemicals
- \$ Proper use and basic maintenance of heavy equipment, including backhoe, dump truck and water truck
- \$ Lift station operations and maintenance
- \$ Basic principles and procedures of electrical work
- \$ Basic carpentry work
- \$ Maintenance and repair of all types of equipment
- \$ Procedures for installing and removing sewer and water pumps
- \$ Proper grammar and the use of English in speaking and writing
- \$ Computer operations and applications, including word processing and spreadsheets
- \$ OSHA standards and regulations concerning employee safety
- \$ Federal and state statutes concerning the work of the department
- \$ Mathematical skills, including addition, subtraction, division, and multiplication
- \$ General functions and operations of municipal government

Skills and Abilities

- \$ Diagnose problems within the water and sewer systems
- \$ Apply appropriate solutions to problems
- \$ Accurately locate buried water and sewer lines
- \$ Operate equipment properly

- \$ Maintain equipment and vehicles
- \$ Examine equipment and determine what is causing a problem
- \$ Maintain lift stations
- \$ Complete all required paperwork
- \$ Work as a team member with other employees
- \$ Communicate effectively with other city employees, both oral and written
- \$ Work autonomously when necessary
- \$ Handle multiple tasks simultaneously with frequent interruptions
- \$ Deal with others in a professional manner
- \$ Maintain professional composure in heated situations
- \$ Follow Departmental and City policies and procedures