

## City of Larned

### Job Description

**Job Title:** Water/Wastewater Maintenance Worker I

**Department:** Water/Wastewater  
**FLSA Status:** Non-exempt  
**Work Shift:** M-F (unless otherwise necessary)  
**Work Status:** Full-time  
**KPERS:** Yes  
**Residency:** Yes  
**City Manager Approved Date:** 08/01/2012  
**Job Grade:** 16      **PCP Level:** 4  
**Location:** City Hall

**General Overview of Position and Responsibilities:** Under the general supervision of the Superintendent of Water, this non-exempt position is responsible for performing a variety of unskilled or semi-skilled maintenance work and operates a variety of light-duty equipment in construction, operation, repair, maintenance, and replacement of City water mains and connections.

#### **Supervisory Responsibilities:**

None

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Operate light equipment such as truck, dump truck or tractor.
- Operate handheld and other equipment to accomplish tasks such as jackhammer, tap machine, water pumps, sewer and vacuum machines.
- Work on repairing, patching or replacing water and sewer lines, manholes, water valves, meters, setting meter tiles, either in a preventative maintenance effort or in response to a call for service. Dig trenches and repair, replace and install water and sewer lines.
- Assist in tapping mains and installs copper and plastic lines, repair and install new fire hydrants.
- Clean, repair, unclog water and sewer lines, manholes, drains.
- Inspect/repair meters, connections, and main breaks ensuring all aspects of system to properly function.
- Maintain variety of records relating to inspections and maintenance activity, fire hydrants etc.
- Respond to complaints (i.e. water leaks, pressure loss, no water), evaluate situation, and explain findings to supervisor.

- Contact customers in areas where services will be temporarily discontinued, explain why and give estimate when services will be shut off and turned back on.
- Insures all duties are performed in compliance to appropriate safety and security standards.
- Cut, fit, lay, repair, clean, and flush water mains, pipes, gates and fittings as needed for repair of mains and sewers installation of services. Shutting off broken sections of water mains.
- Inspect and performs preventive maintenance on assigned equipment; refers defects or repairs to supervisor.
- Read, understand, and update water, sewer, and valve maps.
- Care for and oversee safe operation of equipment.
- Set up and tear down equipment.
- Clean or prepare sites to eliminate possible hazards.
- Control traffic passing near, in, or around work zones.
- Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
- Load, or unload materials, machinery, or tools, distributing them to the appropriate locations, according to directions.
- Erect or dismantle shoring, braces, barricades, or other temporary structures.
- Requests needed materials.
- Inspect, clean, repair and maintain equipment including light maintenance and servicing equipment.
- Backfilling ground and yard work.
- Check water tower, water wells, and chlorine system and changes chlorine bottles.
- Maintains equipment in operating order and makes minor repairs and service.
- Assists in updating sewer, water; and fire hydrants maps.
- Hangs late notices, does turn on and turn offs.
- Other related duties as deemed necessary or as required.
- Prepare time and work reports.
- Works to improve customer service.
- Works with other departments to ensure efficient and effective service delivery.

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.

- Assists other departments as needed.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competencies, knowledge, skill, abilities, required education and or experience to perform each essential duty

satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is subject to call out, working weekends, holidays.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; works well in group problem solving situations.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.

**Communication** - Listens and gets clarification, ability to read, write and understand instructions.

**Teamwork** - Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

**Innovation** - Generates suggestions for improving work.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Ethics - Works with integrity and ethically.

**Required Knowledge, Skills, Abilities:**

- Knowledge of equipment, facilities, materials, methods and procedures used in water system maintenance, construction and repair activities.
- Ability to perform heavy manual tasks for extended periods of time; work safely.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to operate computers and software necessary to complete assignments may include word processing, spreadsheet, databases, global positioning equipment, software downloads from systems, etc.

**Required Education and/or Experience:**

High school education or GED; six months to twelve months related experience or training; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

Associate's degree or equivalent from two-year college or technical school; or one year to two years related experience and/or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:**

Class B CDL

Possess or have the ability to obtain a Class I Water and Class I Wastewater System Operator Certificate issued by KDHE

**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 and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust 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 may be exposed to toxic or caustic chemicals. The employee may be exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.