

City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

TITLE

Water/Sewer Maintenance Tech

DEPARTMENT

Public Works

CLASS/EXEMPT STATUS

AFSCME/Non-Exempt

DIVISION

Water/Sewer

SUPERVISOR

Water/Sewer Supervisor

CLASSIFICATION RANGE

R-24

POSITION DESCRIPTION

Under supervision of the Water/Sewer Supervisor or designated lead, performs skilled labor in support of the construction and maintenance of the Water Distribution and Sewer Collection systems to contribute to their safety and functionality. Subject to work after hours and weekends as required.

ESSENTIAL FUNCTIONS *(this position should be capable of acquiring the basic skills to perform routine water/sewer technician functions)*

Water Distribution System

- Respond to calls for locates.
- Respond to citizen concerns.
- Perform concrete construction including forming, pouring and finishing sidewalks, curbs, driveways, approaches and manholes.
- System monitoring.
- Assist utility department with meter rereads.
- Assist maintenance crew, Utility Department and Engineering technicians as requested.
- Inventory materials purchased and used.
- Flush water lines, perform hydrant maintenance and valve actuation.
- Conduct reservoir maintenance.
- Perform routine maintenance of pumps and electrical systems in pump stations.
- Maintain files and records.

Water Treatment Plant

- Assist and receive on-the-job training with Water Treatment personnel.

Sewer Collection System

- Sewer line installation.
- Clean sewer mains.
- Manhole maintenance.
- Respond to citizen concerns.
- Inventory materials purchased and used.
- Repair or replace broken pipes.
- Respond to calls for locates.
- Restore rock walls, lawns, landscaping and fences to owner satisfaction.
- Maintain files and records
- Perform routine maintenance of pumps and electrical systems in pump stations.

Equipment operation and maintenance

- Safely and professionally operate equipment necessary to install and maintain water distribution and sewer collection systems.

- Perform routine inspection and maintenance necessary for the efficient and safe operation of the equipment. This includes monitoring fuel, battery, windshield, oil, water, grease, brakes, tires, etc.
- Report problems and coordinate the repair of equipment with the Supervisor or Superintendent.
- Minor equipment repair – on jobsite.

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- High School Diploma or G.E.D.

EXPERIENCE

- One (1) year in a water/sewer construction environment and/or one year in water treatment plant operation and maintenance or equivalent.
- Specific job assignments shall require Washington State DOH Water Distribution Manager I certification and WWCPA Wastewater Collection I or ability to obtain Washington State DOH Water Treatment Plant Operator 2 certifications.
- Equipment experience using: Light duty vehicles, compactor, jackhammer, pump, air compressor, tapping machine, dump trucks, backhoe, trenchers, cut off saw, hand tools, line locator, three axle VAC truck with high pressure cleaning machine, boom truck, concrete saws, road grader, track hoe, crawler dozer, front loader, forklift and the ability to safely and professionally operate a wide range of other small power and hand tools. Use and monitor atmospheric detection equipment. Use of laser levels and transits, water treatment equipment and office equipment (computer, calculator, fax, telephone).

KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Thorough knowledge of the procedures, practices, methods, materials and equipment used in the construction, maintenance and repair of water distribution and sewer collection systems.
- Knowledge of State and Federal regulatory agency standards and regulations regarding water systems.
- Ability to use basic oral and written communications in the performance of duties and responsibilities.
- Knowledge of and adherence to the safety standards, practices and procedures relating to all facets of the job.
- Working understanding of water chemistry, hydraulics, basic electrical, water plant operations, storage and transport systems.
- Recordkeeping skills.

Service Objective-responsibility to citizens and taxpayers

- Courteous and respectful.
- Responsive to citizen requests.
- Cost effective use of city resources.

Supportive work environment

- Treat other employees with respect.
- Support a positive work environment and cooperation with team members.
- Keep others informed of work issues and programs by maintaining quality communications.
- Work to resolve issues of conflicting personalities and needs.
- Display initiative to resolve problems and capitalize on opportunities in the job.
- Assist contractors and inspect in a positive professional manner, establishing a quality working relationship.
- Set up and monitor traffic control to state and federal standards for city projects.
- Pressure and bacteria samples on all new construction.

- Observe and obey trenching standards.
- Maintain a work environment supporting fair and equal treatment of employees within the Equal Employment Opportunity Guidelines.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation.
- Physical: Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a daily basis and up to 100 lbs on occasion using proper lifting techniques.
- Must be capable of frequent bending, standing, kneeling and maintaining continual physical activity during the workday.
- Mental: Ability to make responsible decisions while in the field in order to assure a safe working environment and accomplish assigned duties. Ability to gain the trust and support of other employees when leading work parties.
- Possess a valid Washington State Driver’s license with a Class “A” or “B”, air brakes and tanker endorsements.
- Flagging certification (*to be secured within 90 days of hire*).
- Labor and Industries First Aid card with cardio-pulmonary certification. (*to be secured within 90 days of hire*).
- Subject to 24-hour call back for emergency conditions.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
R. Johnson	3/19/2014	S. Taylor	3/21/2014	S. Taylor	3/21/2014	S. Taylor	3/21/2014