

## 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

**Utility Operations Manager**

CLASSIFICATION RANGE

**R-24**

**POSITION DESCRIPTION**

Under supervision of the Utility Operations Manager 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)

- Respond to calls for utility locates and perform utility locates in accordance with regulatory requirements, adopted procedures, and industry standards.
- Respond to citizen concerns.
- Perform concrete construction including forming, pouring and finishing sidewalks, curbs, driveways, approaches and manholes.
- Conduct water and sewer 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.
- Assist and receive on-the-job training with Water Treatment personnel.
- Perform sewer line installation.
- Clean sewer mains.
- Conduct manhole maintenance.
- Repair or replace broken pipes.
- Restore rock walls, lawns, landscaping and fences to owner satisfaction.
- 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 including monitoring fuel, battery, windshield, oil, water, grease, brakes, tires, etc.
- Report problems and coordinate the repair of equipment with the Supervisor or Superintendent.
- Perform minor equipment repair on the jobsite.
- Set up and monitor traffic control to state and federal standards for city projects.
- Collect pressure and bacteria samples on all new construction.
- Observe and obey trenching standards.
- Assist contractors and inspect in a positive professional manner.

**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.
- Knowledge of and adherence to the safety standards, practices and procedures relating to all facets of the job.
- Working knowledge and understanding of water chemistry, hydraulics, basic electrical, water plant operations, storage and transport systems.
- Record keeping skills.
- Ability to use basic oral and written communications in the performance of duties and responsibilities.
- 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.
- Work to resolve issues of conflicting personalities and needs.
- Ability to respond to citizen concerns, complaints, and requests.
- Keep others informed of work issues and programs by maintaining quality communications.
- Ability to resolve issues of conflicting personalities and needs.
- Display initiative to resolve problems and capitalize on opportunities in the job.
- Support team members and maintain a positive work environment supporting fair and equal treatment of employees within the Equal Employment Opportunity Guidelines.

**SPECIAL REQUIREMENTS**

- Successfully pass a modified background investigation.
- 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.

- Possess a valid Washington State Driver's license with a Class "A" or "B", air brakes and tanker endorsements or the ability to obtain within 90 days of employment at employees expense. City will pay for skills and written tests.
- Flagging certification (*to be secured within 90 days of hire*).
- Washington State DOH Water Distribution Manager I certification and WWCPA Wastewater Collection I or obtain Washington State DOH Water Treatment Plant Operator 2 certifications depending upon specific duty assignments.
- 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.

Contacts:

- The Water-Sewer Maintenance Tech position may have contact with a variety of contractors, consultants, engineers, architects, private utility companies, citizens, and regulatory agencies.
- The Water-Sewer Maintenance Tech has frequent contact with other City departments and staff.
- Interactions with the public can become escalated and difficult.

Supervision:

- This position has no supervisory responsibilities.

Accountability:

- This position is accountable for supporting the construction and maintenance of the Water Distribution and Sewer Collection systems to contribute to their safety and functionality.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
R. Johnson	4/2016	S. Taylor	4/2016	P. Murray	1/12/2017	S. Taylor	1/13/2017