

## City of West Richland Job Description

**Job Title:** Maintenance Worker - Sewer  
**Department:** Public Works  
**Reports To:** Sewer Operations Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared By:** Roscoe Slade  
**Prepared Date:** January 8, 2016  
**Approved By:** Brent Gerry  
**Approved Date:** February 19, 2016

### Summary

Under general supervision of the Sewer Operations Supervisor, performs a variety of semi-skilled and skilled maintenance, operational, and repair tasks involved in the City's wastewater collection system and lift stations; operates a variety of maintenance and construction equipment including a pressurized hydrocleaner, video inspection equipment, and/or sewer vacuum truck; responds to emergencies; maintains a variety of records; reads and interprets maps, blue prints, plans and specifications; and performs other related duties as required.

This is the entry level class in the Maintenance Worker - Sewer series performing routine and less complex collection duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Maintenance Worker II – Sewer level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility and is expected to be performing at the Maintenance Worker II - Sewer or journey level within the prescribed time frame. Advancement to the Maintenance Worker II - Sewer level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of Sewer Operations Supervisor and Public Works Director.

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

Performs a variety of semi-skilled and skilled maintenance, operational, and repair tasks involved in the City's wastewater collection system and lift stations.

Cleans wastewater collection system, storm drains, flood control facilities and inlets; operates hydrocleaner and/or sewer vacuum truck to flush system; opens clogs in lines; cleans manholes, wet wells, and lift stations; operates electrical snake to unplug mains and laterals.

Operates a variety of sewer cleaners, jet rodders, pressure washers, and TV inspection equipment in the inspection, maintenance and construction of sewer lines and laterals.

Operates GPS equipment in order to locate and survey sewer systems.

Responds to emergency calls as needed; locates problems and operates sewer cleaning equipment to clear stoppages.

Inspects sewage and storm water lift and pump stations; removes debris; disassembles and cleans pumps and performs minor repairs when necessary.

Operates and maintains line inspection and video equipment to survey, open and repair lines; reviews plans and specifications for location of lines; uses equipment to determine concentration of hazardous gases.

Inspects, maintains, and operates a variety of heavy construction and maintenance equipment including a backhoe and other related equipment; performs daily maintenance on trucks and related equipment.

Performs line locating and marking throughout the City for the sewer systems.

Inspects sewer laterals for new construction as necessary.

Conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.

As assigned, works with crew raising manholes, repairing sewer manholes, construction and repair of storm conduits, curbs, gutters and drainage facilities; assists in mixing concrete and executing necessary masonry work; installs, repairs and maintains water and sewer mains and lines; assists in constructing new sewer connections as well as repairing drains and sewer facilities.

Responds to public inquiries in a courteous manner; provides information within the area of assignment including explaining collection maintenance procedures; resolves complaints in an efficient and timely manner.

Prepares and maintains a variety of written records and reports; enters time and materials information into computer system.

Attends training and safety meetings as necessary.

Performs after-hours emergency work as necessary; while on call responds to emergency after-hour calls.

Performs related duties as required.

Provides assistance to other departments as assigned.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Makes every reasonable effort to continually improve the manner in which the job is performed and increases the quality of service to the public.

Performs other duties as required and performs all work duties and activities in accordance with City policies and procedures.

Works in a safe manner and report unsafe activities and conditions. Follows City-wide safety policy and practices and adheres to requirements concerning safety prevention, reporting, and monitoring as outlined in the City's Safety Handbook.

## **Other Knowledge, Skills and Abilities**

### Knowledge of:

- Operational characteristics of the City's wastewater collection system.
- Wastewater collection system preventative maintenance techniques and procedures.
- Tools and equipment used in the maintenance and repair of wastewater collection systems including jet rodder, televising equipment, and vacuum truck.
- Traffic control practices and procedures.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Safety requirements for operation of trucks and other equipment.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of excellent customer service.
- Safety equipment and practice used in the handling, storage, and application of chemicals.
- Pertinent federal, state, and local laws, codes, and regulations.

### Ability to:

- Perform a variety of semi-skilled and skilled maintenance, operational, and repair tasks involved in the City's wastewater collection system and lift stations.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Ensure safety around work areas in high traffic.
- Perform heavy manual labor.
- Observe safety principles and work in a safe manner.
- Respond to collection system maintenance/repair emergencies.
- Read maps, blue prints and diagrams.
- Prepare and maintain records including time and material use records.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain accurate records and prepare appropriate reports.
- Perform assigned work in accordance with appropriate safety practices and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet schedules and deadlines.
- Work in all kinds of adverse weather conditions.
- Work irregular hours or overtime as needed.
- Follow City policies and departmental rules, procedures, practices and objectives.
- Perform other related duties as assigned.

## **Supervisory Responsibilities**

This position has no supervisory responsibilities.

**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 knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High School diploma or GED equivalency is required; and supplemented by one year experience in general maintenance and construction experience.

### **Certificates, Licenses, Registrations**

Current WA State driver's license with an insurable driving record, Washington State commercial driver's license (CDL) Class A with tanker endorsement. Candidate may be given up to 6 months to obtain a valid CDL with tanker endorsement.

Wastewater Collections Certification or ability to obtain within 12 months of appointment, and Flagger Certification.

Ideal candidate will have the following additional licenses and certifications:

- 1) Current Pesticide Application Certification.
- 2) Current Sewer Treatment Plant Operator I Certification

### **Competencies**

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

#### **Core**

**Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

**Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

**Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

**Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

**Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

Design – Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management –Communicates changes and progress.

Technical Skills - Strives to continuously build knowledge and skills; Pursues training and development opportunities.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments; Keeps emotions under control.

Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Diversity – Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Motivation –Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and

appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time.

Initiative – Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed.

### **Language Skills**

Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to discern verbal instructions and communicate effectively in person with co-workers and the public. Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write professional correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability**

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.

### **Computer Skills**

To perform this job successfully, an individual should have proficiency on Microsoft Office Suite.

**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.

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person with co-workers and the public.

Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comply with work instructions, clearly see and accurately inspect infrastructure.

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to complete manual work, and occasionally lift and maneuver items weighing up to 50 pounds, and perform required duties.

**Work Environment** The conditions herein 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 job functions.

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.