

Town of Wolfeboro, NH

POSITION: Water & Sewer Maintenance

DEPARTMENT: Public Works

GENERAL SUMMARY

Under supervision of the Foreman and/or Crew leader, performs heavy labor and mechanical work in the maintenance, repair and related service of the Water Distribution, Wastewater Collection System and Wastewater Pumping Stations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts tests to locate water leaks; repairs water leaks.

Maintains and repairs various pumps such as sewer pumps, water pumps, as well as other equipment associated with the water distribution system or waste water collections systems.

Repairs or replaces fire hydrants.

Inspects man holes, cleans and rods sewer lines.

Checks water and sewer stations to insure proper operation and performs maintenance in accordance with standard operating procedures and prescribed procedures.

Reads, repairs and maintains water distribution metering systems.

Communicates with customers to provide information; maintaining good public relations.

Keeps work records, maintains logs and organizes trucks and equipment related to work functions; uses basic computer skills for maintaining records, recording events and related issues.

Operates heavy equipment for excavation and to remove and/or deliver materials.

Removes snow and ice at all fire hydrants, sewer stations and pump stations.

Works in conjunction with other department personnel to accomplish joint projects as assigned.

May assist the Highway department by plowing snow and providing other services.

Cleans and maintains shop, trucks and equipment used; may make repairs on equipment.

Strictly adheres to all safety and security rules and regulations.

Ability to work weekends and be on call is required.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma or equivalent and a NH Grade I Water Distribution Certification and a Grade I Sewer Collections Certifications or ability to obtain within one year is required. Electrical/Mechanical background and/or vocational trade courses is highly desirable.

Knowledge, Skills and Abilities

Duties require knowledge of the operational characteristics of mechanical and hydraulic equipment found in water and wastewater pumping systems, and knowledge of the repair and preventative maintenance techniques and procedures or the ability to learn.

Ability to operate heavy equipment, to use various hand tools to perform manual labor and to exercise prolonged heavy physical labor under adverse weather conditions is required. Ability to read and understand various manuals and instructions, to maintain records/logs and strictly adhere to all safety rules and regulations is required. Ability to establish and maintain effective working relationships with other employees and the general public is required. Ability to perform as a team member and to be a results oriented worker is essential.

SUPERVISION EXERCISED

None.

LICENSING AND CERTIFICATION

Current NH Drivers License is required. New Hampshire Grade I Water Distribution Certification, Sewer Collections System and a NH CDL or ability to obtain within one year is required.

TOOLS AND EQUIPMENT USED

Heavy Equipment such as snow plows, backhoes, pick up trucks, and dump trucks; ditch pumps, jackhammers, sewer rodder, tapping machine, line locators, leak detection equipment; various hand tools, meter reading equipment and lawn care equipment.

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; sit; use hands to finger, handle or feel; reach with hands and arms; climb and balance; stoop, kneel, bend, crouch or crawl; talk, see or hear. Heavy lifting/pushing of 50 pounds or more is regularly required. Special physical effort will be required when performing routine and emergency maintenance. Work consists of prolonged heavy physical labor under adverse weather conditions with exposure to hazards, strong odors and noise.

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 is regularly exposed to wet or humid conditions, moving mechanical parts, sharp blades or instruments, strong odors, fumes, gases or airborne particles, toxic or caustic chemicals, outside weather conditions, confined spaces, extreme heights, extreme heat; risk of explosion, electrical shock, burns and strong vibration. The noise level in the work environment is usually very loud. Prolonged heavy physical labor is required.

The ability to work weekends and be on call is required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved By: _____

Date: _____