



Town of Kingston Springs

Sewer Treatment Plant

JOB DESCRIPTION

Classification Title:	Wastewater Maintenance Worker
Department:	Sewer Treatment
Revision Date:	8-3-2023
Reports To:	City Manager
Employment Status:	Full-Time Employee
FLSA Status:	Non-Exempt

JOB SUMMARY

This position is responsible for the overall function and accuracy of the Town's Wastewater Operations and maintenance of the plant and collection system. This includes oversight of daily and weekly quality testing, sewer line maintenance, pump maintenance, emergency sewer and septic calls, and other wastewater job oversight duties as needed.

ESSENTIAL FUNCTIONS OF THE JOB

- Conduct daily testing of water at wastewater plant and assure accuracy.
- Conduct readings and monitoring of pump stations in wastewater system.
- Collect and send weekly water samples to lab for testing.
- Daily upkeep and updates to wastewater lab and log book.
- Monitor sewer budget ensuring purchases are made in accordance with town policy and procedures.
- Answers and investigates emergency sewer and septic calls within the town's sewer system and notifies contracted company of required response issues and maintains records of these activities.
- Maintains open communication with City Manager and Town Engineer on all activities related to this position and communicates any needs for the town's wastewater operations.
- Maintain Sewer Treatment Plant Property and Buildings.
- Remain on-call for sewer/septic emergencies and provide guidance as necessary.
- Conduct final inspection of New Construction septic tank installations.
- Assure all machinery and equipment is maintained and in usable order.
- Monitors and maintains needed lab supplies.
- Monitors and maintains outflow bleach containers and makes adjustments as necessary.
- Responds to septic tank calls: checks tanks and filters for cleaning and further determines if the town contracted septic service provider will need to be contacted to provide emergency services.
- Maintains internal tracking of septic tank calls and services spreadsheet and ensures it is kept up to date.
- Monitors 811 portal and promptly responds to utility locate requests.
- Assists with any infrastructure needs related to wastewater system including line location and mapping.
- Assist with identifying wastewater department project goals, objectives, and scope, and create project plans that outline the tasks, timelines, and resources required.
- Perform other duties as assigned.

MARGINAL FUNCTIONS OF THE JOB

- Safely operate heavy equipment.
- Perform general maintenance and minor repair to vehicles and equipment.
- General repair and maintenance of buildings and grounds.

REQUIRED KNOWLEDGE AND ABILITIES

- Ability to operate effectively and efficiently in a team environment.
- Self-motivated (ability to work without supervision).

- Knowledge of general maintenance and safe operation of vehicles, tools, and equipment necessary for general maintenance of buildings and grounds.
- Knowledge of occupational hazards involved and safety precautions necessary in performing maintenance, construction and repair work.
- Applicant must be able to problem solve, work independently, efficiently, and work in adverse weather conditions.
- Ability to use tools, including power tools. Ability to perform strenuous work, including heavy lifting.
- Ability to work under adverse weather conditions.
- Ability to carry out oral and written instructions.
- Ability to occasionally work nights and weekends when scheduled.
- Ability to communicate effectively with the public, supervisor(s), and co-workers.

QUALIFICATIONS

- High school diploma or equivalent.
- Desire to obtain and maintain Grade 1: Collections System Operator and Biological/Natural Operator Certification (if not currently licensed must be obtained within 24 months of employment).
- Must maintain a current valid driver's license.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

EQUIPMENT OPERATED

Operates computer, cellphone, truck, mower, weed eater, backhoe, tractor, and all other assigned vehicles.

WORKING CONIDITIONS

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and maintenance garage. Potential to work occasionally at night and during weekends. Standing, walking, working and driving around or within moving traffic. Working in a maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work may occasionally be required to be performed within confined spaces.

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. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload, etc.).

The Town of Kingston Springs will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Town of Kingston Springs. Contact the Town's City Manager with any questions or requests for accommodation.