



JOB DESCRIPTION

Job Title: Water/Wastewater Maintenance Worker
Department: Public Works
FLSA Status: Non-Exempt

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Water/Wastewater Crew Leader
Other Internal Contacts: Public works, and administration
External Contacts: General Public and vendors

JOB SUMMARY

Under supervision, performs a variety of semi-skilled and skilled duties in the inspection, installation, maintenance, and repair of water/ wastewater distribution system facilities; assists in maintenance tasks related to the water/ wastewater distribution system; and performs a variety of tasks relative to the assigned area of responsibility. Candidate will be on a 24/14 hour on-call duty rotation as required for operations, maintenance, and safety of facilities and to ensure the integrity of the system. Other work tasks include assisting other departments such as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

Essential and other important responsibilities and duties may include, but are not limited to, the following. Incumbents at any level in the job series perform the same or similar tasks.

Essential Functions:

1. Installs, and repairs water mains, fire hydrants, check valves and water service lines; taps water mains; performs ground excavation work; rakes, and spreads asphalt, base, and patches and/or repairs excavations.
2. Locates, identifies, and marks distribution system facilities, including valves, fire hydrants, and blow-offs.
3. Inspects, operates, and exercises gates valves to prevent freeze-ups; flushes fire hydrants and dead-end water lines in cul-de-sacs to remove sediment.
4. Installs relocate and adjust meter boxes and valve cans; installs calibrates and exchanges water meters.
5. Routinely operates, inspects, and performs minor maintenance on assigned vehicles and equipment; removes and replaces defective parts.
6. Utilizes hand and power tools applicable to the work, including jackhammer, pipe locator, welding, and cutting equipment.
7. Maintains accurate records and logs of work performed including service orders and accounting for time and materials used on various jobs.

8. Performs all work following established safety policies and procedures, including State regulations relating to trench shoring and working in confined spaces.
9. May assist in orienting or training new personnel; makes recommendations on improvements to job procedures.
10. Personal Protective Equipment (PPE) always used while working with hazardous materials and waste.
11. Regular attendance at the worksite.

ALCOHOL AND DRUG TESTING POLICY

This safety sensitive position is subject to the City of Odem's Policy on Alcohol and Controlled Substance Abuse found in the City of Odem Employee Handbook, which includes: Pre-employment testing, Post-Accident Testing, Random Testing, Reasonable Cause Testing and Return to Duty Testing/Follow-Up Testing.

QUALIFICATIONS

Education:

- Education/Training: Equivalent to the completion of high school or GED.
- Experience: One (1) year experience in the installation, repair, and maintenance of water services, mains, meters, valves, hydrants, and related facilities is desirable.
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Other:

Valid Texas Drivers' License or CDL Drivers' License.
Must have transportation

Application can be picked up and completed at:

City of Odem
514 Voss Avenue
Odem, Texas 78370