

## **CITY OF WARDEN**

**JOB TITLE:** Maintenance Worker I

**EXEMPT:** No

**DEPARTMENT:** Public Works

**REPORTS TO:** Public Works Director

**LOCATION:** City Shop

### **SUMMARY OF POSITION:**

Coordinates and participates in the operation and maintenance of the Water Utility, Waste Water Utility, Waste Treatment plant and sewer lift stations, Streets and Parks. Ensures work quality and adheres to established policies and procedures; and performs the more technical and complex tasks related to assigned areas or responsibility.

### **ESSENTIAL JOB FUNCTIONS:**

- Perform functions of Maintenance Worker II
- Adjusts, operates and regulates chemical feed machines, chlorinators, sludge digesters, flow control and recording meters to maintain plant and systems operations.
- Coordinates and performs routine maintenance and repairs of plant systems and equipment including pumps, compressors, lift stations, screens, piping, bearing and other mechanical equipment to ensure safe and efficient operation according to city, state and federal standards.
- Inspects plant and lift station equipment and schedules preventative maintenance in order to meet city, state and federal requirements.
- Coordinates and conducts a variety of chemical test and measurements by pulling samples and takes corrective action as warranted by test results to ensure operating standards are maintained at all times.
- Maintains accurate records and logs of tests for reporting to state and federal agencies.
- Maintains records and completes a variety of reports related to plant operations, chemical testing and mechanical repairs for submission to state and federal agencies.
- Monitors supply levels and purchases chemicals and equipment used for tests of plant operations.
- Operates and maintains a variety of equipment, including pickup truck, dump truck, front-end loaders, pumps, valves, electrical panels, and motors.
- Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment or lubrication, and to assure recommended operating standards are met.
- Maintains equipment by adding greases, oils, and other fluids and performs repairs on equipment as directed.
- Familiarize self and train others in safety related to tools, equipment and construction and maintenance procedures.
- Monitors operations, sets operating parameters, and maintains records using computer based instrumentation and control systems.
- Maintain daily time sheet and work order reports.
- Subject to 24-hour call back for emergency conditions.

### **OTHER JOB FUNCTIONS:**

- Serves as lead man to utility workers and temporary employees on job assignments.
- Performs other duties as assigned.

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Work is performed indoors and outdoors, in a variety of weather conditions including temperatures ranging from 120 to -40 degrees, winds up to 80 mph, blowing dust, precipitation including rain, snow, sleet and hail.

**PHYSICAL:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee frequently is required to stoop, kneel, crouch, or crawl. Occasionally required to stand, walk, sit, and climb or balance. Frequently lifts and/or moves in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**HAZARDS:** Exposure to physical hazards from extreme conditions while gathering samples, wet slippery work environment, confined spaces, loud noises, operating machinery and electrical systems, sewage, gases, fumes, and chemicals.

**MINIMUM QUALIFICATIONS:** (The minimum amount of knowledge and ability required to be hired into the job.)

## **KNOWLEDGE OF:**

- Principles and practices of water and wastewater utility which may include the wastewater treatment plant operations.
- Active sludge and its operating parameters.
- Laboratory tests for determining effectiveness of operations.
- Principles of plant maintenance with specific knowledge of mechanical repair and maintenance of pumps, bearings and motors.
- Safety standards related to wastewater treatment plants.
- Machinery, equipment, materials, which may include operating procedures of wastewater treatment plants, including lift stations.
- Standard and sophisticated laboratory test and chemicals used for determining effectiveness of operations.
- Municipal water and wastewater collection systems.
- Laws and regulations regarding wastewater treatment.
- Occupational hazards and safety standards related to wastewater treatment plants.
- Basic mathematical calculations.

## **ABILITY TO:**

- Diagnose operating deficiencies by interpreting chemical and physical tests.
- Maintain effective working relationships with others
- Write reports and maintain accurate logs and records.
- Operate computer (PC) based instrumentation and control system including lift stations.
- Diagnose equipment malfunctions and take corrective actions.
- Diagnose operating deficiencies by interpreting chemical and physical tests.
- Make accurate readings, writing reports, and maintain accurate logs, and records.
- Communicate and Maintain effective courteously working relationships with other employees and the public.
- Follow oral and written instructions.
- Read and write the English language.
- Respond to emergencies on a 24-hour basis.
- Perform the essential functions of the job.

**EDUCATION & EXPERIENCE:** (Any equivalent combination of education and experience which provides the applicant with the knowledge, skill, and abilities required to perform the job.)  
Dependent upon the Utility Department of the position posting.

- High school diploma or G.E.D.
- Two (2) years of college-level courses in Science, Chemistry, Wastewater treatment or related field, or equivalent on the job training.
- Three (3) years of experience as a water system operator or wastewater treatment plant operator including operations, maintenance and laboratory responsibilities with one (1) year of operation and maintenance of lift stations and one (1) year of responsible laboratory experience, or equivalent on the job training.
- Five (5) years of experience as a water system operator or wastewater treatment plant operator including operations, maintenance and laboratory responsibilities, or equivalent on the job training.

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:** (Certain licenses and certificates, if required, may be acquired on the job as agreed upon by the City and employee.)

City will determine minimum qualifications for position at time of job posting.

- Valid Washington State driver's license.
- WPTO 2 or 3.
- WDM 2 and CCS
- Valid First Aid/CPR certification.
- Valid Washington State Flagger's Card.
- Pesticide/Weeds License. (Not Required)
- CDL Class B with appropriate endorsements.

REVIEWED BY:

DATE:

APPROVED BY:

DATE:

Employee Signature:

DATE:

