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| ***JOB SUMMARY*:**  This employee works under the direction and supervision of the Wastewater Collection Supervisor in the construction, maintenance and repair of the wastewater collection facilities. Instructions to the employee may be general, though occasionally they may be detailed and specific and occasionally the employee may need to consider different courses of action or deviate from standard operating procedures to get the job done. The Wastewater Collection Supervisor will check, monitor and review the completed work. The employee will use a variety of hand tools, heavy and light equipment. |
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| ***ESSENTIAL DUTIES AND RESPONSIBILITIES*** include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*   * Performs maintenance on the city’s wastewater collection system; * Operates various types of heavy and light equipment including but not limited to a backhoe and rodding machine; * Performs basic electrical wiring; * Reads utility and construction plans and blue prints; * Cleans equipment and tools; * Performs general plumbing and pipefitting work; * Assists customers in water and sewer service problems; * Maintains required records pertaining to departmental activities assigned; * Provides preventive maintenance where applicable; * Investigates trouble reports to determine proper actions; and * Performs other related duties as assigned. |
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| ***QUALIFICATION REQUIREMENTS:***  *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.* |
| * Ability to obtain knowledge of the materials and equipment used in the construction, repair and maintenance of wastewater lines; * Ability to obtain knowledge of mechanical, electrical, and maintenance operations of pumps; * Ability to obtain knowledge of general construction practices; * Ability to read, understand, and follow both verbal and written communication; * Ability to read and understand utility and construction blueprints and plans; * Ability to communicate effectively with employees and citizens; * Ability to establish and maintain effective working relationship with other employees and members of the public; * Ability to use tools necessary in the performance of required skills; * Ability to work under extreme weather conditions and for long periods; * Ability to work in odorous and wastewater environments while using/wearing required Personal Protective Equipment (PPE); * Ability to perform heavy manual labor under unfavorable conditions and climate; * Ability to work in confined spaces such as manholes and lift stations. * Ability to be “on call” nights and weekends as scheduled; * Must have a good work and attendance record. |
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| ***EDUCATION and/or EXPERIENCE:***   * High School diploma or GED; * Experience in performing heavy manual work; * Must have a good work and attendance record. |
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| ***LICENSES & CERTIFICATIONS:***   * A valid Drivers License; * CDL license preferred; * Obtain Class II Collections certification within 24 months of assuming position. |
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| ***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.* |
| Ability to regularly perform heavy manual labor. Must possess the dexterity and fitness sufficient to grasp, crouch, bend, stoop, climb, stretch, walk, and otherwise perform the physical functions of the job. The employee is regularly required to see, talk and hear and perform the physical activities marked below. Frequently requires working under extreme weather conditions for long periods of time.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Activity** | | **Check 1 column for Frequency of Occurrence** | | | | Check Applicable Activities |  | **Occasionally**  **< 1/3 of the time** | **Frequently**  **1/3–2/3 of the time** | **Regularly**  **>2/3 of the time** | | X | Standing |  | X |  | | X | Walking | X |  |  | | X | Climbing: Stairs &/or Ladders | X |  |  | | X | Sitting |  | X |  | | X | Balancing | X |  |  | | X | Bending/Stooping/Kneeling |  | X |  | | X | Twisting | X |  |  | | X | Squatting | X |  |  | | X | Grasping/Squeezing |  | X |  | | X | Repetitive movements w/hands |  | X |  | | X | Reaching/working overhead | X |  |  | | X | Lift &/or carry up to 75 lbs. |  | X |  | | X | Push &/or pull up to 75 lbs. |  | X |  | |
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| **WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* |
| Work is generally performed outdoors and the employee will be exposed to: extreme weather conditions, sharp tools, dangerous machinery with moving parts, excessive noise, dirt, and dust. Wastewater Collections employees are exposed to a variety of hazardous chemical agents, contained within the effluents and the reagents used in the water processing, or generated during the wastewater’s treatment. Workers are exposed to hazards related to work in confined spaces. Employee must wear required Personal Protective Equipment (PPE) |

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| ***Job Description Acknowledgment***: I understand that ***this job description is not a contract of employment*** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the Wastewater Collections-Maintenance Worker I job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Wastewater Collections-Maintenance Worker I job as it is described in the job description above.  **Employee Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date (Employment, Transfer, Revised Job Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Sign and date job description. Make a copy for your records. Email to** [**hjohnson@cityofportlandtn.gov**](mailto:jgoad@cityofportlandtn.gov) |