

**CITY OF MARTINSBURG**



<b>JOB: WASTEWATER TREATMENT PLANT LABORER</b>	<b>DATE: 7/30/2015</b>
<b>CODED TITLE : 540</b>	<b>REPORTS TO: UTILITIES DIRECTOR</b>
<b>PAY GRADE: 7</b>	
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<b>1. TASK &amp; DUTIES LIST AND MEASURES OF PERFORMANCE FOR: WASTEWATER TREATMENT PLANT LABORER</b>		
<ul style="list-style-type: none"> <li><b>PAY STAUS: NON-EXEMPT</b></li> </ul>		
<b>2. REQUIREMENTS:</b>		
	<b>Education:</b>	Graduation from high school or GED equivalent, or any equivalent combination of related education and experience.
	<b>Licensing, Registration or Certification:</b>	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess or be able to obtain at time of hire, and maintain a valid WV drivers license.
	<b>Experience</b>	Education and/or experience above or any equivalent combination of education and experience.
	<b>Skills, Knowledge and Abilities:</b>	Some knowledge of construction work, lawn care or custodial work. Knowledge of small hand tool operation and ability to operate safely. Working knowledge of equipment and supplies to do minor building repairs and ground maintenance. Ability to perform heavy manual tasks, lift heavy objects, walk and stand for extended periods of time. Ability to complete daily work schedule. Ability to work safely. Ability to use and operate smaller trucks and vehicles, a variety of smaller equipment such as: power saws, jack hampers, power cleaners, skid loader, pumps, power flushers, lawn mowers and similar equipment Ability to effectively meet and deal with the public, always being polite as a representative of the City. Ability to communicate ideas effectively both orally and in writing, with people on all levels and to understand and carry out verbal and written instructions. Ability to establish and maintain effective working relationships with City officials, department heads, associates, and the general public. Ability to handle stressful situations in a calm, reasonable and professional manner.

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<b>Physical:</b>	<b>Body Positions:</b>	Standing, walking, sitting, climb, balance, stoop, kneel, crouch and crawl.
	<b>Body Movements:</b>	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Must regularly reach with hands and arms.</p> <p>Must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.</p> <p>Extreme physical effort over long periods of time is required of the position.</p> <p>Stand, walk, sit, stoop, kneel, crawl, balance, climb and crouch.</p>
	<b>Body Senses</b>	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
<b>Mental:</b>	<b>Language</b>	Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing. Must be able to handle problems in a calm, reasonable manner.
	<b>Supervision Exercised</b>	None
	<b>Reasonable Accommodations</b>	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**3. TASKS and DUTIES OF JOB: General Definition: Performs a variety of unskilled and semi-skilled routine manual labor assisting operators with various duties at the Wastewater Treatment Plant or collection maintenance crews. Employee works under the regular supervision of the Utilities Director. The employee works out of doors in all types of weather conditions. Work in collection line trenches is often uncomfortable, wet, humid, hot or cold. Employee works in mud, ice, snow, rain and other severe outdoor job duties that may be hazardous of dangerous. Working in deep trenches may be**

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**hazardous. The employee is exposed to wet and/or humid conditions. Noise levels are moderate to loud.**

1	Maintains the required confidentiality of all work.
2	May conduct daily walks through the Plant recording data, changing pump sequences, reporting mechanical problems to Plant Operators.
3	Skims contact tank, checks foam control system, cleans grit chambers, comminutor and weirs, washes tanks, paints, cleans buildings, mows grass with push mower, cuts weeds and brush, rakes and bags leaves, digs ditches and cleans drains.
4	Washes and cleans vehicles; cleans various tools and equipment; carries and hold materials and/or supplies while assisting operators in Plant maintenance duties or collection line repairs.
5	Carries and holds materials and/or supplies while assisting operators in Plant maintenance duties or distribution line repairs.
6	Removes snow and ice from sidewalks, driveways and equipment at the Water Plant; plows snow as directed.
7	Performs routine maintenance and repairs on Water facility buildings and structures.
8	Collects and disposes of trash; picks up litter.
9	Assists in loading and unloading sewage sludge.
10	Drives smaller trucks and vehicles. Operates a variety of smaller equipment such as power saws, jack hammers, power cleaners, lawn mowers, sewer jet cleaners, skid loader, pumps, power flushers and similar equipment.
11	Pushes loaded wheelbarrow, mixes concrete with proper mixture of sand and cement and water, brooms sidewalk and streets after repairs.
12	Washes windows, walls, metal and woodwork.
13	Sets up barricades, safety cones and performs flagman duty directing traffic and protecting other workers when working on collection system repairs.
14	Any and all other duties assigned by the Utilities Director.

**4. MEASURES OF PERFORMANCE:**

1	Has a thorough understanding of job duties.
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<b>2</b>	Shows an interest in job and City. Represents the City in a professional and ethical manner.
<b>3</b>	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
<b>4</b>	Accepts and adapts to change, Learns new things quickly.
<b>5</b>	Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
<b>6</b>	Has ability to multi task in changing situations, without undo stress or frustration.
<b>7</b>	Practices quality employee/customer service/phone manner/public engagement.
<b>8</b>	Accurate in duties as assigned.
<b>9</b>	Prepares required reports accurately and timely.
<b>10</b>	Strives to develop and maintain skills necessary to progress in the position. Seeks opportunities to grow and develop in the Wastewater Treatment Plant Laborer position.

<p><b>I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.</b></p>			
<b>Employee</b>	<b>Date</b>	<b>Supervisor</b>	<b>Date</b>