

City of Martinsburg



JOB: WASTEWATER TREATMENT PLANT EQUIPMENT OPERATOR I

DATE: 3/27/2019

**CODED TITLE : 530
PAY GRADE: 7
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REPORTS TO: UTILITIES DIRECTOR

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: WASTEWATER TREATMENT PLANT EQUIPMENT OPERATOR I

- **PAY STATUS: NON-EXEMPT**

2. REQUIREMENTS:

	Education:	Graduation from high school or GED equivalent, or any equivalent combination of related education and experience.
	Licensing, Registration or Certification:	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.
	Experience	Education and/or experience above and some knowledge of construction work, lawn care or custodial work or any equivalent combination of education and experience.
	Skills, Knowledge and Abilities:	Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Ability to perform heavy manual tasks for extended periods of time. Ability to work safely. Ability to perform general labor, use and operate a motor vehicle, pickup truck, dump truck, utility truck, tampers, compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone and wastewater line cleaning devices. 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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	Physical:	Body Positions:	Standing, walking, sitting, climb, balance, stoop, kneel, crouch and crawl.
		Body Movements:	<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>
		Body Senses	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.
	Mental:	Language	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.
		Supervision Exercised	None
		Reasonable Accommodations	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 skilled or semi-skilled maintenance work and operates a variety of smaller motorized in the construction, operation, repair, maintenance and replacement of the City owned sewer collection system. Although work involves general labor and use of hand tools, employee receives training in the operation of trucks and light

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construction/maintenance equipment and is frequently expected to operate such equipment. Employee works under the regular supervision of the Utilities Director. The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. Employee must operate equipment in various weather conditions and must handle a variety of fuel, oil, anti-freeze and other toxic materials safely. Working in traffic can be hazardous. Operating construction equipment can be dangerous if not used properly. Grease, solvents, and chemicals used in the performance of work may be hazardous if not used properly. Noise levels in the work environment are usually loud.

1	Maintains the required confidentiality of all work.
2	Operates a variety of power constructions and maintenance equipment used in digging and grading work constructing water distribution lines and service laterals, paving and occasional snow plowing.
3	Performs required work involved in construction and maintenance projects as part of a crew, including digging ditches with back hoe, sewer manhole and sewer line cleaning, laying pipe and backfilling.
4	Inspects, cleans and/or repairs sewer collection system at frequent intervals to insure that all aspects of the system are functioning properly.
5	Assists in the locations of gas, telephone, power, cable, water and sewer lines from the appropriate sources prior to excavation.
6	Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.
7	Drives light trucks (under 26,000 lbs) in the loading, hauling and unloading of various equipment, gravel, sand, asphalt, salt, stone, debris and other materials.
8	Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to the supervisor.
9	Employee is allowed hands-on training in the operation of light equipment as site conditions and time allows.
10	Operates small or light equipment in accordance with grades provided by City Engineer in excavations, pipe installations and backfilling of trenches.
11	Assists with the operation of the Wastewater Treatment Plant as directed by the Utilities Director.

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

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.

Employee	Date	Supervisor	Date

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