

Job Description
City of Mequon

<u>Title:</u> Sewer Maintenance Worker	<u>FLSA:</u> Non-Exempt
<u>Date:</u> 2021	<u>Present Incumbent:</u>
<u>Department:</u> Public Works	<u>Division:</u> Sewer Maintenance
<u>Work Location:</u> Various – City wide	
<u>Pay Grade:</u> 8	
<u>Represented:</u> No	<u>Bargaining Unit:</u> N/A
<u>Position's Purpose:</u> Provide routine maintenance for the City's sanitary sewer system and lift stations.	
Description of the Job	
A. Essential Duties and Responsibilities:	
<u>25%</u>	Perform weekly checks and maintenance on pumps, valves, motors and other sewer lift station equipment.
<u>20%</u>	Performs sewer cleaning with jet-vac, rodder or other maintenance equipment.
<u>15%</u>	Performs and follows various safety procedures and maintains certifications relative to confined space entry and safety standards.
<u>15%</u>	Maintains sewerage pumps, generators and other mechanical equipment and performs maintenance/repair of sewer manholes.
<u>10%</u>	Performs required standby emergency service on rotation basis and possesses basic computer knowledge for alarm system management.
<u>5%</u>	Performs grounds maintenance, cuts grass, snow removal at lift station sites and other City parks, buildings and roadways as directed. Performs duties as assigned to help support the Public Works Department, including snow removal as requested.
<u>5%</u>	Performs maintenance/painting of sewer facilities.
<u>5%</u>	Operates various trucks/equipment for support of sewer system.

B. Job Specifications

Required Knowledge:

- Knowledge of general sewer line maintenance and confined space entry procedures
- Knowledge of City and Department safe work policies and procedures, proper use of personal protective equipment, and safe practices relating to the Department

Required Skills/Abilities:

Technical:

- Basic knowledge of electrical and mechanical equipment
- Ability to understand and comply with Confined Space Entry policies and procedures
- Ability to understand and comply with departmental safe work practices
- Ability to operate small hand tools efficiently and safely
- Ability to operate up to CDL Class A vehicles and equipment with multifunction controls to accomplish assigned tasks such as snow removal on City streets
- Ability to pass the Commercial Drivers License (CDL) written and performance examinations within six months of hire to a Class A level

Communication/Interpersonal:

- Ability to read and understand written directions
- Ability to follow and provide oral instructions
- Ability to adapt and take direction from supervisors on a day-to-day basis
- Ability to work independently as well as within a work group
- Ability to interact with citizens in a diplomatic and professional manner

C. Qualifications Required:

- Possession of a valid Class A Commercial Drivers License (CDL) within six months of hire
- Possession of a valid drivers license at time of hire and throughout employment
- Possession of a good driving record at time of hire and throughout employment

D. Title of Immediate Supervisors: Sewer Superintendent and Sewer Maintenance Foreman

E. Supervision Received: Routine assignment may be to work with a two-man crew or to work alone based on specifically assigned tasks; completion of assignments subject to frequent supervisory review

F. Working Conditions:

While performing the duties of this position, the employee is routinely required to stand, walk, sit, stoop, kneel, crouch, climb, bend, twist, push and pull objects weighing up to 50 pounds. The employee is routinely required to operate equipment, and may occasionally be required to lift and carry objects weighing up to 50 pounds. The employee is sometimes required to have adequate stamina to exert him/herself over a period of time.

The employee may be exposed to communicable diseases and potentially hazardous materials, and is routinely exposed to high levels of noise, vibrations, traffic and moving equipment. The employee is required to enter and work within confined spaces and is routinely exposed to electrical hazards. The employee may be exposed to extreme heat or cold, insects, and may have limited access to restroom facilities.

The employee is sometimes required to perform work at a computer terminal. The office working conditions are generally favorable, and lighting and temperature are adequate.

The employee is routinely expected to speak and hear conversation within both noisy and normal working environments. The employee frequently works with others to accomplish joint objectives or to work on his own tasks with others in the same vicinity. The employee sometimes has contact with the public and may be required to work extended hours.

G. Supplemental Information: Individuals must be able to respond to emergency standby call-in under a variety of environmental conditions. Individual must be able to adapt to changing work assignments on a seasonal or daily basis and get along well with all City staff, particularly coworkers.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Human Resources Manager

_____ Date: _____

Department Head or Designated Representative

_____ Date: _____

Incumbent

_____ Date: _____