

Position No: 0164

Pay Range: 7

Date: October 26, 2000

POSITION DESCRIPTION

CITY OF CONCORDIA

POSITION TITLE: Municipal Service Worker

POSITION REPORTS TO: Public Utilities Foreman/Director of Utilities

PURPOSE OF THE POSITION: This position is responsible for the operation and maintenance of the Water Production, Water Distribution and Wastewater Collection Systems within the City of Concordia. The position may also be required to read meters at times, as well as assist the Wastewater Treatment division of the Utility Department.

JOB FUNCTIONS

Essential Functions

1. Assist in the operation and maintenance of pumps, motors, valves, fire hydrants, water meters and all related maintenance equipment.
2. Attend training sessions on Water Production, Water Distribution and Wastewater Collection.
3. Work a rotating weekend and evening call-out.
4. Completes reports and associated paperwork as assigned.
5. Participate in the construction, installation, repair and maintenance of water and sewer mains, water service connections, valves, manholes, fire hydrants and related appurtenances.
6. Check water wells.
7. Perform related work as required.
8. Assist in taking and maintaining inventories of materials and supplies.
9. Respond as necessary to after hour emergencies.
10. Locate water and sewer lines.

Other Functions

1. May be assigned to supervise one to two people.
2. Perform other tasks as assigned by the Utilities Foreman and/or the Director of Utilities.

NOTE: Physical examination and drug screening tests will follow all conditional offers of employment.

JOB QUALIFICATIONS

- Some knowledge of water wells, their operation and maintenance.
- Some knowledge of the use of the use of tools and equipment.
- Knowledge of the appropriate safety procedures and practices.
- Must be capable of performing basic mathematics.
- Required to be on call as listed on rotation schedule.
- Required to work overtime as listed on rotation schedule.
- Required to work overtime as necessary.
- Fulltime regular attendance required.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

- Equivalent of a high school education.
- Previous experience in this field may be substituted for some education.
- KDHE Class I Potable Water Certification required with Class III Potable Water desired.
- Possess a valid Class C Kansas Drivers License and an established personal driving history that is acceptable for coverage by the City's insurance carrier.
- Possession of a valid Commercial Drivers License or the ability to obtain within one year.

EQUIPMENT USED

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|----------------|-----------------|
| Telephone | Pager |
| City Radio | Saw |
| Lawn Mower | Dump Truck |
| Pump | Sewer Machine |
| Generator | Tapping Machine |
| Cellular Phone | |

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Frequently experience moderate levels of stress.
- Lower and upper body strength to occasionally lift up to 100 pounds.
- Occasionally required to climb or balance and stoop, kneel, crouch or crawl.
- Use of hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.

ENVIRONMENTAL DEMANDS

The environmental demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Exposure to wastewater.
- Work in hot and humid areas.
- Work in cold areas.
- Exposure to chlorine
- Exposure to climatic conditions.
- Exposure to wet and/or muddy conditions.
- Exposure to low, medium and high electrical voltages.
- Exposure to hazardous conditions such as toxic or explosive gases and oxygen deficiencies.
- Exposure to high noise levels.
- Exposure to various laboratory chemicals.