

PUBLIC WATER SUPPLY DISTRICT NO. 1 OF LAFAYETTE COUNTY

Job Description Maintenance Worker

Summary Description

- Performs a variety of skilled and semi-skilled work involved in operating, maintaining, installing and repairing the District's water distribution infrastructure to ensure an uninterrupted supply of quality potable water to the Customers of PWSD #1 of Lafayette County.

Supervision

- Under direct supervision of assigned supervisor and/or must be self-supervised

Primary Duties

- Read meters, change meters, download reading history, troubleshoot
- Periodically check the office for any work order (s) needing to be completed.
- Keep management informed of daily activities.
- Be knowledgeable of all District policies and regulations and abide by them.
- Maintain all water lines, (example: repair broken/leaking lines)
- Installation and maintenance of service connections.
- Record keeping as needed
- Disconnect/reconnect service
- Flush, exercise valves as needed
- Weed eat/mow where needed
- Order and maintain supplies needed for the District
- Maintains equipment and tools through proper care and maintenance
- Operates backhoes, tractors, etc. as needed to excavate, clean construct, or repair District facilities
- Complete work orders and documents thoroughly.
- Locate water main lines as requested by Missouri One-Call customer request.
- If customer has leak/help determine whether it is ours or theirs
- Will work in an on-call rotation for calls after hours, weekends, and holidays. These calls will be handled in a strict and timely process to provide excellent customer service.
- Water samples to be taken the first two weeks of each month and sent to Jefferson City as per DNR requirements.
- Perform general maintenance on all Districts buildings and property.
- Use telemetry daily for water usage, pump hours, graphs.
- Ensures safe work practices when performing work for the District
- Any other duties as assigned

Additionally, emergency work will require work after hours, weekends and on holidays. Likewise, worker will be subject to some on-call responsibilities at night and on weekends.

QUALIFICATIONS REQUIRED

General Duties:

- Be responsible in arriving and leaving work on time and completing time sheets
- Present a professional image in daily activities.
- Maintain proper maintenance on company vehicles and equipment
- Schedule time off in advance with Manager's approval.
- Work with fellow employees in a professional manner.
- Always be professional with public communications
- Excellent organization and communication skills.

Abilities To:

- Learn job-related material primarily through oral instruction and observation in an on-the-job training setting.
- Achieve related licenses within a reasonable period of time. The District will offer training for new hire.
- Lift up to 50 pounds.
- Work in a variety of weather conditions with exposure to the elements.
- Make simple mathematical calculations.
- Work cooperatively with other employees and the public.
- Understand and follow oral and written instructions in the English language.
- Communicate Verbally with co-workers, customer, and/or public.
- Must be able to work in confined spaces and enter and exit ditches to install and repair water mains

Additional Requirements:

- High School diploma or GED
- Valid Drivers' License
- Must pass a pre-employment substance abuse test.
- Must have, or be able to obtain within one year from date of employment, a Water Distribution Level II Certificate of Competency as provided by the Missouri Department of Natural Resources

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date: _____