

CITY OF HOLTS SUMMIT  
JOB DESCRIPTION

Title: Sewer Maintenance Worker I  
Department: Sewer Department

Effective Date: 01/01/2011  
Date: 12/15/2014

## GENERAL PURPOSE

The Sewer Maintenance Worker I performs a variety of semi-skilled labor and maintenance functions in the Sewer Department.

## REPORTING RELATIONSHIPS

Supervision Received: The Sewer Maintenance Worker I receives general and close supervision from the Sewer Superintendent or Sewer Foreman. Supervision Exercised: The Sewer Maintenance Worker I may supervise Sewer Maintenance Worker II on a specific project at the direction of the Sewer Superintendent or Sewer Foreman.

## ESSENTIAL FUNCTIONS

All Sewer Department personnel are responsible for all operational and maintenance to the system including but not limited to the following:

- **Collections** sewer main cleaning, blockage removal, repairs, locates, and inspections of new connections and sewer main construction.
- **Pump station** cleaning, repairs mechanical and electrical, and mowing and weed eating.
- **Wastewater plant** cleaning, repairs mechanical and electrical, sludge hauling, mowing and weed eating, daily operational tests and monthly monitoring sample collections.
- **Choctaw lagoon** maintenance, bi-weekly operational testing, monthly sample collection, and mowing and weed eating as needed. One employee of the Sewer Department is on call at all times and checks the plant and pumping stations daily.
- **Maintenance Facility** - The Sewer department shares in cleaning and maintenance of the maintenance facility
- **Additional Duties** – Assist the Street department out in emergency situations when needed. The Sewer Department staff also helps with special events that are hosted by the City of Holts Summit. Operates various construction and maintenance equipment including backhoe, dump trucks, front-end loaders, sewer flushing machines, sludge truck, and performs a variety of semi-skilled pipe fitting, plumbing and general maintenance work in laying new sewer lines, making sewer connections. Maintains a safe and clean working environment. Additional Duties may be assigned as needed.

## JOB SPECIFIC DUTIES

Performs duties in the Sewer Department Essential Functions Section as required under the direction of the Sewer Superintendent and Sewer Foreman. The Sewer Maintenance Worker I assist in training the Sewer Maintenance Worker II. The Sewer Maintenance Worker I performs the duties of the Sewer Foreman in his absence.

## **MINIMUM QUALIFICATIONS**

### A. Education and Experience

1. High school graduate or GED.

AND

2. Some training/knowledge in water or sewer systems, plumbing or related field

OR

### B. Required Knowledge, Skills and Abilities

1. Considerable knowledge of water supply distribution quality and sewer disposal operations; considerable knowledge of plumbing and pipefitting and new construction; some knowledge of general maintenance and repair.
2. Ability to operate a variety of construction equipment including backhoes, front-end loaders, sewer routing machines and tapping machines; ability to exercise sound judgment and make decisions; ability to supervise, assign work to and train subordinates; ability to establish working relationships with employees and the public.

### C. Special Qualifications (Licenses, Certifications, etc.)

Upon employment must possess a valid Missouri driver's license. Requires a Commercial Drivers License with air brakes and tank certification within 6 months of employment. Requires Class C wastewater license within one year of employment.

### D. Work Environment and Physical Demands

The Sewer Maintenance Worker I work in variable weather and traffic conditions with appropriate safety equipment. The Sewer Maintenance Worker I - may work in unpredictable circumstances and may be exposed to human waste. Talking, hearing and seeing are essential to performing job requirements. Common eye, hand and finger dexterity is required for most essential functions.

## **SELECTION GUIDELINES**

Formal application; interview with hiring authority by Sewer Superintendent from City Administrator.