

TOWN OF EAST LYME WATER & SEWER DEPARTMENT

Job Description: Sewer Maintainer/Station Operator V

Grade V Position

NATURE OF WORK: The Sewer Maintainer/Station Operator V participates in the installation, operation maintenance and repair of the sewer pump stations, equipment and distribution system. The position requires independent judgment, initiative, maturity, observation and communication skills, and accuracy.

SUPERVISION RECEIVED: The Sewer Station Operator works under the direction of the Superintendent of Utilities.

SUPERVISION EXERCISED: The Sewer Station Operator provides general supervision to department personnel assigned to him/her.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Performs work in the functional areas of operation, maintenance and inspection of the sewer system
- Responds to sewer system emergencies as needed
- Performs regular sewer pump station inspections and prepares written reports of the inspection.
- Assists the Utility Superintendent in performing construction inspections when needed.
- Assists the Utility superintendent in responding to customer complaints with regards to the sewer system.
- Fills in for the Sewer Foreman when he/she is unavailable
- Operates small and large trucks as needed including the Department's jet truck
- Performs call before you dig mark outs for water and sewer as needed
- Operates basic hand tools, power tools and equipment, i.e., chainsaws, jack hammers, etc as needed.
- Removes snow and ice from walkways and driveways, and parking areas in and around utility properties as needed.
- Performs manual work in the laying of pipes, patching and/or resurfacing roads and related construction and maintenance work as needed.
- Reads water meters as needed
- Performs general work assignments and reports work accomplished to his/her immediate supervisor.
- Performs building and grounds maintenance on utility buildings and properties
- Keeps daily written records of work performed
- Assists with Water Department work as needed
- Participates in professional organizations to keep current on standards of sewer department operations

*******The duties listed in the examples of essential job functions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*******

QUALIFICATIONS PROFILE

Knowledge, Skills and Ability

- Working knowledge of the practices and techniques of Sewer Department work.
- Working knowledge of the materials, supplies and equipment used in Sewer Department projects.
- Working knowledge of the occupational hazards and safety precautions associated with Sewer Department work
- Sufficient knowledge of computers to complete correspondence, reports, and data entry. Ability to utilize a keyboard and respond to visual prompts on a computer screen. Knowledge of GIS and Asset Management software preferred.
- Ability to follow governmental regulations, write standard reports and correspondence, and effectively present information in one-on-one and small group situations. The position requires the ability to solve practical problems.
- Working knowledge of effective supervisory practices and good people skills.
- Ability to diagnose equipment problems and make repairs.
- Ability to exercise discretion in handling confidential information.
- Ability to plan, organize, direct, and coordinate work of subordinates.
- Ability to read and write English and to comprehend procedures, policies, documents and directives that are necessary to the safe performance of the job.
- Ability to carry out assigned projects to their completion.
- Ability to work independently in a responsible manner utilizing independent judgment.
- Ability to tell when something is wrong or is likely to go wrong and be able to help formulate a solution to the problem.
- Ability to read maps and/or to follow written and verbal directions.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain appropriate working relationships with outside agencies, contractors, other departments, subordinates and the public.
- Ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations, and with persons who are under physical and/or emotional stress.
- Must be able to work a flexible schedule including weekly duty and overtime.
- Regular attendance is a requirement of this position.

Experience and Training

- Graduation from High School, Vocational School, or equivalent. Minimum of five years experience in sewer department work, with supervisory experience preferred.
- Criminal background and driving record checks required prior to employment.
- Means of transportation.

Licenses and/or Certificates

- Connecticut Commercial Motor Vehicles Operator's license (CDL), Class A license and a tanker endorsement preferred
- State of CT Sewer Collection 1 Required within a year of hire (Collector 2 Preferred)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to operate a motor vehicle. The employee is frequently required to sit, stand and walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. The employee is frequently required to lift and/or move up to 50 pounds, and, at times, may be required to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions as well as the office. The employee may work near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually quiet while in the office and quiet to extremely loud depending on the task or equipment being used in the field.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of serious injury to person and others. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Examples of Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*******