

\$14 - \$16/hr.

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

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**POSITION TITLE:** Maintenance  
**CLASS TITLE:**

**DEPARTMENT:** Wastewater  
**REPORTS TO:** Superintendent/Operations Supv.

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**EMPLOYMENT STATUS:** Full-Time

**F.L.S.A.:**

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**JOB RESPONSIBILITIES:**

Does general maintenance; monitors computer; and performs basic laboratory procedures.

**ESSENTIAL FUNCTIONS:**

Cleans, mops, waxes, and paints facility; mows yard; greases and performs minor repairs on equipment; and makes repairs on lift stations.

Checks lift stations; performs basic computer monitoring of levels, flows, and alarm situations; trained and performs basic laboratory procedures of five day BOD, suspended solids, PH, dissolved oxygen, E-coli, etc; Performs UV system cleaning and maintenance

Answers telephone.

Begins training and courses to obtain a Class I Operator License.

Demonstrates regular and predictable attendance; works assigned weekends and holidays; on weekly stand-by.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as required.

**POSITIONS SUPERVISED:**

None.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

(\*indicates developed after employment)

**Knowledge of:** custodial methods and techniques; safety policies and procedures\*; department policies and procedures; wastewater treatment plant operating procedures\*; wastewater treatment regulations\*; and wastewater and laboratory equipment and supplies.

**Skill in:** math; computer operation; equipment operation; and communications.

**Ability to:** carry out simple instructions; add, subtract, multiply, and divide numbers; copy records precisely without error; complete routine forms; recognize safety warnings\*; arrange items in numerical or alphabetical order; maintain records according to established procedures\*; answer routine telephone inquiries; obtain wastewater treatment license; perform moderate manual labor.

**EQUIPMENT OPERATED:**

Trucks, mowers, pumps, blowers, backhoe, loader, skid loader, hoists, saws, computer, and testing equipment.

**WORKING CONDITIONS:**

Works in laboratory; outdoors; confined spaces; and tanks.

**QUALIFICATIONS:**

Any combination of education, training, and experience, which provides the necessary knowledge, skills, and abilities to perform the work of this position. A qualified candidate would have a secondary education or equivalent.

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**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid driver's license preferred. Class I Operator Certification must be obtained within 18 months of employment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head, or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date