

\$14.00/hr. - \$17.00/hr.

COLUMBIA CITY
POSITION DESCRIPTION
An Equal Opportunity Employer

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POSITION TITLE: Laborer/Maintenance
CLASS TITLE:

DEPARTMENT: Wastewater
REPORTS TO: Superintendent

EMPLOYMENT STATUS: Full-Time

F.L.S.A.:

JOB RESPONSIBILITIES:

General maintenance; monitors computer; performs basic laboratory procedures; and rotates in on-call schedule after probation period.

ESSENTIAL FUNCTIONS:

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

Checks tank levels; checks lift stations; performs basic computer monitoring of levels, flows, and alarm situations; performs daily basic laboratory procedures of five day BOD; suspended solids, PH, dissolved oxygen, E-coli, etc; and assists in UV bulb cleaning and maintenance.

Answers telephone.

Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

POSITIONS SUPERVISED:

None.

Date Adopted: 10/10/95

Date Revised: Jan 14/08

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KNOWLEDGE, SKILLS, AND ABILITIES

(*indicates developed after employment)

Knowledge of: custodial methods and techniques*; safety policies and procedures*; grounds maintenance*; mowing equipment; and departmental policies and procedures*.

Skill in: equipment operation and communications.

Ability to: operate yard maintenance equipment; understand basic instructions; record messages accurately; demonstrate physical endurance; and communicate effectively.

EQUIPMENT OPERATED:

Hand mowers, tractor mowers, weed eater, dump truck, pick-up truck, ventilators, gas powered pumps; and portable laboratory equipment.

WORKING CONDITIONS:

Works in wastewater facility and outdoors.

QUALIFICATIONS:

Any combination of education, training, and experience, which provides the necessary knowledge, skills, and abilities to perform the work of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Wastewater Class I Certification must be obtained within 18 months of employment.

Date Adopted: 10/10/95
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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