

BOROUGH OF LEMOYNE

"The little town that has it all!"

JOB DESCRIPTION

JOB TITLE: SEWER OPERATOR & MAINTENANCE WORKER

STATUS: Non-exempt (eligible for overtime pay)

DEPARTMENT: Sewer

REPORTS TO: Sewer Department Supervisor and Assistant Supervisor

PURPOSE: The purpose of this position is to aid Borough Council in providing for the health, safety and welfare of the residents and property owners in the Borough by maintaining, repairing, and operating all property and equipment in the Wastewater Treatment Plant and at other sewerage facilities around the Borough. This employee is also expected to drive a truck with Municipal Waste to designated disposal sites.

ESSENTIAL DUTIES & PERFORMANCE RESPONSIBILITIES:

1. Clean, repair and maintain in good working order Wastewater Treatment Plant equipment and property including:
Buildings and Grounds – maintain exterior and interior building surfaces, restrooms, offices, hallways, lighting, meeting rooms; flower beds and lawn areas; remove snow from driveways and parking lots
Holding tanks, pumps, and all other equipment associated with operation of the Wastewater Treatment Plant and sewage collection and conveyance system
Vehicles – clean and wash; check fluid levels and tire pressure; pre-trip inspections
2. Load trucks with Municipal Waste (sludge) and drive the truck to designated disposal sites
3. Work alone on varying shifts at the Treatment plant on a rotating basis
4. Report to the Department Supervisor or Assistant Supervisor the need to repair or replace equipment, facilities and property

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5. Purchase necessary supplies and equipment when authorized to so
6. Operate and drive designated vehicles on a regular basis to haul sludge to designated disposal facilities
7. Maintain a current Class B Commercial Drivers License and pass all required random drug and alcohol tests
8. Maintain good working relations with the general public and other employees
9. Represent the Borough in public with a clean, professional appearance
10. Perform other related work as required by the Department Supervisor and Assistant Supervisor

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge:

General knowledge regarding the maintenance and repair of equipment used for operation of the Wastewater Treatment Plant, pumping stations, and other sewerage system facilities.

Operation of common hand and small power tools, as well as other equipment such as lawn mowers and small tractors

Operation of vehicles, including those used to haul Municipal Waste (sludge).

Mental Abilities:

Understand, follow and convey complex oral and written information

Learn new tasks, methods and procedures

Read, write and speak the English language

Ability to operate designated Wastewater Treatment Plant equipment.

Physical Abilities:

Perform demanding physical labor for up to 4 hours at a time. To sit on a piece of equipment or in a vehicle for up to 4 hours at a time . Walk up and down steps and stairs.

Use and operate a variety of hand tools and power equipment. Work in the outdoors in all types of weather conditions. Operate vehicles, up to and including dump trucks.

Communicate with others by voice. Occasionally lift up to 50 pounds.

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Experience and Training:

At least two years experience in a variety of buildings, grounds and equipment maintenance

One year experience driving a truck hauling bulk materials

High School Diploma or the equivalent

Clearances and Licenses:

Current Commercial Drivers License Class B

TERMS AND CONDITIONS OF EMPLOYMENT: See Collective Bargaining Agreement with American Federation of State, County and Municipal Employees (AFSCME)

APPROVAL OF THIS JOB DESCRIPTION BY BOROUGH COUNCIL:

Date _____

Stacy Gromlich, President of Borough Council

EFFECTIVE DATE: January 3, 2012

ACKNOWLEDGED BY EMPLOYEE

NAME: _____

DATE: _____