



JOB TITLE: Wastewater Team Member

FLSA STATUS: Non-Exempt

DEPARTMENT: Town of Sellersburg Wastewater Department

REPORTS TO: Wastewater Department Head

I. POSITION SUMMARY

The Wastewater Team Member – performs a variety of manual and non-manual tasks, both skilled and unskilled. Tasks include but are not limited to general maintenance, performance of essential functions required for the successful operations/maintenance of the Wastewater treatment plant and collections system.

II. WORK REQUIREMENTS & ESSENTIAL DUTIES

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess general skills Class B CDL permit which includes tanker endorsement and air brakes, must obtain CDL license within 90 days of hire. This is a requirement of holding the position. Employees shall be responsible for maintaining this license, (maintaining medical certificate and license);
- Ability to operate/maintain combination sewer cleaning machine, to clear clogs, clean manholes, and clean wet wells;
- Ability to operate CCTV equipment for the purpose of inspection of sanitary sewer lines and storm drain lines;
- Serves on call 24/7 as needed. This is a requirement of holding the position;
- Maintain equipment including cleaning off/out at the end of each shift;
- Maintains garage and grounds of assigned work area;
- Performs manual and non-manual tasks related to wastewater plant and collections system; to include lift stations, cleaning and televising sanitary sewer lines, plant maintenance, (including maintenance of pumps, valves, and motors);
- May be required to operate snowplows and assist with snow removal during winter months.
- Maintains equipment, tools and town vehicles by cleaning and checking them after use; keeps records relating to repairs, replacements and maintenance activities (per internal controls policy);
- May be required to perform laboratory duties in accordance with NPDES permit.
- Performs all duties in conformance with appropriate safety and security standards. Safety violations of a critical nature will result in an immediate disciplinary action;
- Maintains a high level of customer service and professionalism;
- Any other duties as related to the successful operations of the Town of Sellersburg Municipal works Departments, could include water, Streets and Sanitation.



III. COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

Education/Experience:

One (1) year experience in Wastewater Maintenance, experience in other areas of maintenance may be taken into consideration. Professional Lab Tech experience preferred.

Language Ability:

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

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.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.