



JOB TITLE: Water Team Member
FLSA STATUS: Non-Exempt
DEPARTMENT: Town of Sellersburg Water Department
REPORTS TO: Water Superintendent

I. POSITION SUMMARY

Sellersburg Water employees are essential in providing clean, safe drinking water to the community. Team Members provide support primarily to the Distribution and Water Treatment Department.

II. WORK REQUIREMENTS AND ESSENTIAL DUTIES

Essential Duties and Responsibilities

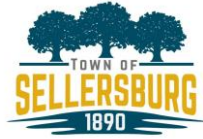
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Operate hand tools and power tools such as drills, saws, shovels, etc.
- Operate heavy equipment such as forklifts, backhoes, excavators, etc.
- Operate lawn equipment and tools
- Work within water plant operations such as pumps, valves, changing of 150 lb. chlorine cylinders
- Ability to operate fire hydrants
- Basic knowledge of computers
- Effectively follows both written and verbal instructions/directions
- Willingness to work overtime and serve in an on-call capacity and ability to handle after hour calls independently
- Continuous walking over all terrains (e.g. meter reading can require walking up to 8 hours in a day)
- Able to frequently work offsite in remote locations with limited supervision; may be required to work alone or in team settings
- 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 in dealing with Team Members and Customers
- Any other duties as related to the successful operations of the Town of Sellersburg Municipal works Departments, could include Wastewater, 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:

High School Diploma or equivalent, valid driver's license with good driving history, two years of work experience in a construction industry, preferably in a water utility environment.

Additional Preferred Experience:

Work experience in the following areas: Backhoe/Meter Reading/Plumbing/Distribution System Large license or ability to qualify for test/WT3 License or ability to qualify for test/Experience in water treatment or water distribution/Chemical handling/Experience in other utilities.

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.