

I. JOB REQUIREMENTS:

Possession of a Municipal Wastewater Collection System Operator license or possession of a Municipal Wastewater Treatment license within time period specified by department. At least five years of experience in installation and maintenance of the collection system, with two of the five years in a position of responsible charge for installation and maintenance of the collection system.

Thorough knowledge of and ability to make practical application of local, state and federal regulations, department policies and procedures, and standard construction methods regarding wastewater collection systems.

Ability to supervise and direct assigned personnel, including planning/making/scheduling work assignments, providing orientation, training and corrective instruction, and maintaining discipline as needed.

Working knowledge of Standard English grammar, spelling, and punctuation, and ability to maintain accurate records and prepare documents/reports as required.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Working knowledge of universal health precautions and City's Blood-borne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.

Ability to read and interpret subdivision plans, sewer project specifications, lift station operation and maintenance manuals, electrical schematics, and maps.

Ability to make simple arithmetic calculations, maintain accurate records and prepare documents/reports. Ability to properly operate office equipment, including computer and calculator.

Ability to effectively communicate orally and in writing with co-workers, other City department, subdivision developers, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended and/or evening hours, occasionally work weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight.

Ability to respond swiftly, rationally and decisively to emergency situations.

Ability to obtain a valid Indiana Commercial Driver's License (CDL) within six months of hire date.

II. DIFFICULTY OF WORK:

Incumbent performs a variety of duties which are broad in scope, involving many variables and considerations. Incumbent exercises independent judgment in supervising personnel and interpreting and ensuring compliance with local, state and federal guidelines applicable to department and other sewer construction projects.

III. RESPONSIBILITY:

Incumbent applies department policies and procedures and legal requirements in overseeing collection system construction and maintenance operations, discussing unusual and/or unprecedented situations with supervisor as needed. Work is periodically reviewed for effect on department goals and objectives, and compliance with department policies and procedures.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, subdivision developers, contractors, and the public, for purposes of exchanging information, explaining/interpreting policies and procedures, supervising and directing personnel.

Incumbent reports directly to the Waste Water Manager.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting and walking at will, hearing sounds/communication, handling/grasping/fingering objects, close and far vision, depth and color perception. Incumbent inspects construction sites and occasionally assists with construction projects, which may involve lifting/carrying objects weighing more than 50 pounds, bending, reaching, crouching/kneeling, and exposure to blood-borne pathogens and other infectious materials, toxic chemicals, fumes, inclement weather, flooding, extreme temperatures, dirt, dust, heavy equipment, traffic, and working in confined areas, such as manholes and lift station wet wells.

Incumbent occasionally works extended hours, occasionally works evening and/or weekend hours, and occasionally travels out of town for training and meetings, sometimes overnight.

- ***This position is identified as having occupational exposure to blood, chemicals, or other potentially infectious and/or hazardous materials.***

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Pipefitter I for the Wastewater Treatment Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name

Working knowledge of universal health precautions and City's Blood-borne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.

! This position is identified as having occupational exposure to blood, chemicals, or other potentially infectious and/or hazardous materials.

LICENSE/CERTIFICATION NEEDED:

Possession of a Municipal Wastewater Collection System Operator license or possession of a Municipal Wastewater Treatment license within time period specified by department

Possession of a valid Commercial Driver's License (CDL) with required endorsements and demonstrated safe driving record