

## **PSA WASTEWATER SERVICE TECHNICIAN**

Pulaski County Public Service Authority

**Department:** Water/Wastewater

**Reports to:** Utility Maintenance Supervisor

**Supervision Exercised:** None

**Supervision Received:** Work is performed with general instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full- Time. Includes some evening and weekend emergency work.

**Essential Employee:** Yes, please see Pulaski County Personnel Policy

**Work Hours:** 7:00 a.m. until 3:30 p.m. Some holiday and weekend work may be required.

**ESSENTIAL FUNCTIONS:** Performs routine, semi-skilled and technical work in the installation, maintenance and repair of utility systems.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid Driver's License permit issued by the Commonwealth of Virginia. If the State of Virginia requires employees working with sewer and water facilities in this capacity to become registered operators in the future the registration will automatically become part of the requirements for this position.

### **RESPONSIBILITIES:**

- Compliance with regulatory and safety requirements concerning operation of sewer and water systems
- Ability and judgment to safely operate equipment and vehicles
- Repair and maintenance to sewage and water pump stations
- Monitor sewer flows
- Repair and maintenance to flow meters
- Respond to emergency calls such as power failures, high water alarms, blocked sewer lines, water breaks, etc.
- Performs the work of unskilled and semi-skilled workers and equipment operators in the repair, maintenance and/or construction of sewer and water facilities
- Services and performs minor repairs on automotive and other equipment

- Inspects the routes of sewer lines to check for needed maintenance on sewerage facilities including lines, manholes, valves etc. Where inspection can not be made by vehicle the route inspection will be completed by walking
- Employee will be placed on a rotating on-call schedule and must remain within the County in order to respond to emergencies
- Installation of water and sewer lines and service lines for these utilities

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of utility maintenance, repair and construction practices
- Mechanical aptitude
- Ability to make minor repairs and adjustments to equipment
- Ability to work outdoors under varying climatic conditions
- Knowledge of the occupational hazards involved and the safety precautions required for maintenance, repair and construction of utility services

**ADA REQUIREMENTS:** Physical ability to climb in and out of ditches, climb ladders, climb over equipment and pump stations and similar types of structures; Physical ability to provide manual labor for the work day. Ability to lift 50 pounds.

**EDUCATION AND EXPERIENCE:**

- A high school education and experience in the maintenance, repair and construction of water and sewerage facilities
- Experience may substitute for a portion of the requirement of a high school education

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities as requested by the supervisor
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all -inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules

based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
  
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature                      Date