Sewer Maintenance & Water Distribution

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| **Salary:** | $20.00 - $23.00 Hourly |
| **Job Type:** | Full-time |
| **Department:** | Utilities |

Summary

Responsible for performing daily operational tasks as assigned by the department manager. Will be required to be in an on-call rotation. Will be required to report to work after hours during emergencies related to utility infrastructure failures, snow removal tasks or other emergencies as declared by the Department Manager/Foreman, Utility Superintendent, and/or Director of Operations. Experience in the water and/or wastewater maintenance field is preferred but not required.

Essential Job Functions

* Responsible to properly perform all assigned work in a thorough and competent manner and within the time frame required by the department manager. Responsible for the accurate and timely recording and submitting of all operational documentation required to be completed as directed by the department manager.
* Responsible for all personal safety and other equipment and tools issued by the City to perform assigned tasks; shall ensure that said equipment and tools are in good working order, operate safely and that all supplies and tools necessary to perform assigned tasks are available and in proper and safe working conditions.
* Shall perform all other duties as legally assigned by the Department Manager/Foreman, Director of Operations or Utility Superintendent.
* Shall be trained in Permit Required Confined Space Entry.
* May be tasked with customer service-related tasks involving discourse with customers and citizens of the City of Lawrence; polite and courteous behavior is always expected.
* Reports any issues to the supervisor.
* Performs other duties as assigned.

Performance Standards

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

Required Skills and Abilities

* **Judgment and Decision Making**-Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
* **Interpersonal Relationships**-Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
* **Technology**-Ability to utilize personal computer applications to include at a base administration, word processing, and spreadsheet.
* **Communication**-Ability to communicate complex ideas and proposals effectively so others will understand. Excellent ability to listen and understand information and ideas presented through spoken words or writing.
* **Computer Skills**-Basic knowledge of Microsoft Word/Excel preferred but not required.
* **Time Management**-Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implement work activities in accordance with priorities and estimated schedules.

Physical Requirements / Work Environment

* Tasks require the ability to exert moderate, though not constant physical effort.
* Some combinations of climbing and balancing, includes climbing ladders, stooping, kneeling, crouching, and crawling.
* Some lifting, to include overhead lifting, carrying, pushing, and/or pulling of objects and materials.
* Frequent and/or prolonged periods of standing and walking.
* Some tasks require the ability to perceive and discriminate, colors or shades of color, sounds, odor, depth, and visual cues or signals.
* Some tasks require the ability to effectively communicate orally.
* Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, temperature, weather and noise extremes, hazardous materials, heights, confined spaces, machinery, vibrations, high voltage electric currents, traffic hazards, toxic agents, water hazards, disease, or pathogenic substances.

Education and Experience

* High School Diploma or GED preferred but not required.
* Job training provided by department.
* Required to obtain CDL Class A or Class B within a specific timeframe provided by the department.

Additional Requirements

An acceptable general background check to include a local and state criminal history check and a valid driver’s license with an acceptable driving record.

 This position requires satisfactory results from a pre-employment medical evaluation to include substance abuse testing, respirator clearance, audio and color vision exam and is subject to random alcohol and controlled substance testing.

Benefits

Full-time, civilian, hourly position.

Pay starts between $20 to $23 can increase based on experience and CDL certification.

Medical, Dental, Vision, other Voluntary Life Policies.

Paid holidays, earned vacation and sick time.

Note: *This job description provides a general overview of the responsibilities and qualifications for the position within the department. The specific duties may vary based on the municipality's needs, structure, and existing processes.*

***To apply go to*** [***www.cityoflawrence.org***](http://www.cityoflawrence.org) ***click on “City Jobs” and follow the prompts. We currently have multiple positions open in water distribution, sewer collections and the customer service department.***