



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE FIELD OPERATIONS MAINTENANCE PERSON III	
DEPARTMENT: FIELD OPERATIONS	SUPERVISOR: FIELD OPERATIONS ASSISTANT MANAGER
FLSA STATUS: NON-EXEMPT	INCUMBENTS(S):
SII CODE: 1507	REVISION DATE: 2012-04-10
UNION STATUS: IUOE	REVIEW DATE: 2016-11-16

JOB SUMMARY:

Responsible for the proficient installation and/or repair of water, wastewater infrastructure and facilities. Requires knowledge of District facilities and operations, proficiency in operation of construction equipment and capability of operating in a lead capacity.

Work is generally performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Knowledge of methods, materials, and equipment used in installation, maintenance, excavation, and repair of underground water and sewer utilities.
- Operation of standard office equipment, including a personal computer and job-related software applications.
- Understands and uses engineering plans, drawings, sketches, blueprints, and diagrams.
- Ensures all District policy, procedures, goals and standards are being adhered to.
- Inspects, installs, repairs and or maintains water and sewer facilities in the ROW, easement, and related equipment and facilities.
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- Implements daily schedule to be efficient and productive.
- Inputs work-orders, timesheets and other information into computer database.
- Maintains work and performance records, including site sketches, prepares written reports, logs and maintains inventory and performance records.
- May assist in preparation of department budget.
- Full responsibility for proper installation/repair of all water and sewer infrastructure in the ROW and easements.
- Meet all the requirements of the Maintenance Person II and Maintenance I positions.
- Monitors and complies with all safety measures and procedures at all times.
- Available for on-call duty and after hour emergencies.
- Requires shift, weekend and holiday work.
- Must be able to respond to District boundary in 30 minutes for on-call rotation.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Diagnoses, troubleshoots, and repairs sewer collection and pump stations within scope of knowledge.

EDUCATION AND EXPERIENCE:

- Requires High School diploma or equivalent, supplemented by five (5) years of experience in a similar work situation OR any combination of education and experience, which demonstrates competency.
- Must have any required certifications or licenses applicable to the utility (i.e. First Aid Training/CPR, Certified Flagging Safety, etc.).
- Must acquire Wastewater Collection Certification Level I within one (1) year.
- Must possess a WDM III license.
- Requires a Cross Connection Specialist (CCS) within two (2) years after promotion date.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to read, interpret written instructions, District policies and procedures, regulations regarding standards and safety requirement, City, State and/or Federal ordinances and ADA standards and safety requirements.
- General knowledge of layout of District's utility systems.
- Knowledge of Federal (OSHA) regulations and State and District regulations and policies regarding utility marking and safe work practices.
- Ability to interpret blueprints, specifications, sketches and maps.
- Establish and maintain effective working relationships with contractors, the public and other employees.
- Ability to train and motivate staff to become proficient in their level and the next level above.

GENERAL REQUIREMENTS:

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate strong written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

SPECIAL REQUIREMENTS:

- Must have valid WA State Driver's license.
- Valid Washington State Driver's license with a CDL Class A and tanker endorsement and must acquire a Hazardous Materials License for CDL within twelve (12) months of hire and/or promotion.
- Ability to withstand exposure to variable weather conditions.

WORK ENVIRONMENT:

- Work is generally performed in a field environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.

MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:

- Able to wear and use all PPE as required by work duties

PHYSICAL DEMANDS:

N: Never (not at all)

O: Occasional (1-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

	Frequency	Comments	
Sitting	F		
Standing	F		
Walking	F		
Driving	F		
Lifting: 75 lbs.	F		
Carrying: 75 lbs.	F		
Push/Pull: 75 lbs.	F		
Climbing Stairs/Ladders	F		
Working at Heights/Balancing	O		
Bending at Waist	F		
Twisting at Waist	F		
Crouching/Kneeling	F		
Crawling	O		
Reaching	F		
Repetitive Motion	O		
Handling/Grasping	F	>67% Pinch Grasp	>67% Whole Hand Grasp
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	O		
Hearing	F	100% Indoors	100% Outdoors
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.