



Wastewater Operations & Collections Technician | Paris Board of Public Utilities

job description

Reports To: 1) Working Foreman – Wastewater Crew, 2) Vice President – Water/Wastewater Operations

Job Type: Hourly Non-Exempt

Directs: None

Working Conditions: Subject to all weather conditions

Purpose of Position

To assist with the construction and maintenance operations of the wastewater collection system

Essential Functions

- Assist with the construction and maintenance of sanitary wastewater lines
- Assist with installation and maintenance of sanitary wastewater service taps
- Assist with inspection of new and renewed sanitary wastewater lines
- Assist with field location of existing mains, services, and manholes
- Assist with unloading of supplies and materials
- Assist with housekeeping at the Water & Wastewater Operations building including the cleaning of equipment and building
- Responsible for working standby calls after hours and on weekends/holidays on a rotating schedule
- Performance all other duties as assigned

Periodic Responsibilities & Duties

- Assist with staking sanitary wastewater lines
- Assist with inventory count each year
- Assist Water Crew as needed
- Assist Water Plant or Wastewater Treatment Plant Manager with maintenance and equipment as needed

Specifications

Education

High school diploma and/or equivalent work experience desired

Qualifications

- Ability to learn safety rules and work procedures
- Ability to tolerate work in confined spaces or deep trenches
- Ability to remain in control and effectively perform under dangerous or stressful conditions
- Ability to contribute to a positive work environment with other crew members
- Ability to respond appropriately to constructive criticism from a supervisor
- Ability to maintain strict confidentiality of highly sensitive information, both internally and externally
- Ability to deal with customers in a courteous manner

Preferred Skills

- Prior experience in the construction and maintenance of a wastewater collection system
- Knowledge of geographic locations in the City of Paris

Training

Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks

Physical Abilities

Mobility: Must be able to move about as required to accomplish tasks; must be agile in movement in order to perform work in confined spaces or deep trenches; must be able to climb up and down ladder

Lifting: Raising objects weighing at least 75 lbs. from a lower to a higher position or moving objects horizontally from position-to-position; physically able to do heavy lifting and strenuous shovel work

Talking: Ability to communicate in a pleasant, courteous, and professional manner; ability to speak clearly and in an understandable fashion

Hearing: Ability to perceive the nature of sounds with or without correction; ability to receive detailed information through oral communication

Visual Acuity: Ability to accomplish tasks with or without corrective lenses

On Call and Overtime

A weekly rotation for standby will occur after hours will be required once necessary experience has been gained. Employees are expected to respond according to company policy response time. Standby compensation will be given for on call duty. Overtime compensation for work performed while on call, or any other after-hours worked, will be paid based upon the company's overtime policy.

Other

Have a valid Tennessee Driver's License

The statements contained in this job description 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. It 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, to equalize peak work periods, or otherwise to balance the workload. The Paris Board of Public Utilities has the right to change or update employee's duties at its discretion.

I have read, understand, and agree to abide by the obligations and expectations of the defined job description.

Paris BPU reserves the right to change any portion of the job description at any time.

Print Employee Name

Employee Signature

Date

This job description does not constitute a written or implied contract of employment.