Job Description

Job Title:	Wastewater Plant Utility Worker	Classification:	Classified
Department:	Public Works	Grade:	130
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; coordinates with the Maintenance Technician to maintain and repair the wastewater facilities and lift stations. Performs grounds, equipment, custodial, and landscape maintenance at the treatment plant.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists Maintenance Technician by performing a variety of maintenance and repairs of wastewater facilities and lift stations.
2. Paints interiors and exteriors; performs plumbing and electrical repairs; completes carpentry assignments.
3. Performs building, grounds, and equipment maintenance work necessary to ensure cleanliness, maintenance and proper functioning of facilities.
4. Operates equipment used in the day-to-day maintenance and operations of wastewater facilities.
5. Serves as a backup Wastewater Plant Operator when required.
6. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at section meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: State and Federal regulations, standards, and criteria for discharge of effluent; State and Federal recordkeeping and reporting for wastewater treatment plant operations; materials and equipment used in maintaining and servicing the wastewater plant and facilities; occupational hazards and safety precautions; custodial procedures; general building maintenance procedures and techniques including carpentry, plumbing, painting, electrical and machinery repairs, elevators, and heating and air conditioning systems; general grounds/landscape maintenance procedures and techniques; general procedures and techniques for repair and maintenance of small engines, gas powered tools and equipment; operating procedures and techniques for variety of buildings, machinery, and grounds maintenance tools and equipment; Microsoft Office Suite.

Skill in: Understanding and following oral and written instructions; establishing and maintaining effective working relationships with other City employees and the public; repairing variety of small gas engine powered tools and equipment; performing manual labor work; troubleshooting basic building maintenance and repair problems; following complex oral and written instructions, procedures and guidelines; landscaping maintenance; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: One year of full-time experience in repair and maintenance of buildings, equipment, machinery, and grounds.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Possess and maintain a Missouri Class D Wastewater Operator's Certificate within one year of appointment. A Missouri Class C Wastewater Operator's Certificate is desirable, but not required.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Employees regularly stand and walk. Positions in this classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, crawl, push, and pull materials and objects weighing up to 100 pounds, with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes, toxic chemicals, odors, and airborne particles; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and moving mechanical parts, and other hazards due to risk of electrical shock and vibration.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	