

JOB DESCRIPTION:

**Town of Ashland City
Water Dist./Wastewater Collection Assistant
(Water Dist. /Wastewater Collections)**

CLASSIFICATION TITLE:	Water Dist./Wastewater Col. Assist.
DEPARTMENT:	Public Utilities/Public Works
REVISION DATE:	10/03/2024
REPORTS TO:	Public Utilities Manager
EMPLOYMENT STATUS:	Full-Time
FLSA STATUS:	Non-Exempt
PAY GRADE / SALARY:	4 / \$41,269.00

JOB SUMMARY

The Water Distribution/Wastewater Collection Assistant is a non-supervisory position within the Water Distribution/Wastewater Collection Division. The Water Distribution/Wastewater Collection Assistant is a semi-skilled position performing labor in the construction and maintenance of the potable water distribution system and wastewater collections system. The person in this position generally works in activities such as the construction, repair, line extension, inspection, operation, cleanout, and maintenance of the distribution and collections systems. The person in this position is encouraged to become state certified as a Grade I Water Distribution, a Grade I Wastewater Collection Operator and CDL certified; and is personally responsible that his/her activities in the department meet or exceed TDEC and EPA distribution and collection system regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to report on time for work and perform the duties of the position for an entire shift for the entire workweek and to perform overtime. May be required to work evenings, nights, weekends, or On-Call shifts.
- Works in the general repair and installation of water mains, sewer mains, water service connections and the maintenance and repair of meters, valves, air-relief and backflow valves, and fire hydrants, lift stations, and booster pumping stations, etc.
- Assists in performing in-house inspection, installation, maintenance and repair of water lines, sewer lines or other related equipment or structures.
- Ability to exercise independent judgment and formulate work procedures within the limits of the position to accomplish assigned task.
- Performs remedial actions for main breaks and other emergency work.
- Ensures state and EPA regulations are strictly understood and followed.
- Ensures proper disinfection procedures are met when performing any work on water lines for the safety of the city's drinking water.
- Responsible for following all OSHA regulations and city safety policies and procedures.
- Under the direction of the supervisor, performs complicated and sometimes hazardous work ensuring all safety measures followed to protect crew members and the public.
- Must prepare himself/herself for relative state certification examination through field experience and classroom training.
- Ability to operate and maintain all sewer lift system equipment.
- Inspects, cleans, and performs any needed maintenance on the sewer lift stations.
- Recognizes system status and able to troubleshoot and perform corrective actions to sewer lift equipment and operations to ensure the standards of EPA and the Tennessee Department of Environment and Conservation are met.
- Performs calculations for flow rates; detention time and all other calculations necessary for the maintenance of the sewer lift system.

- Maintains sanitary cleanliness of all work sites and equipment to safeguard the health and well-being of the general public.
- Cleans sewer overflow spills to safeguard the health and well-being of the general public.
- Works with other departments within the city.
- Communicates with general public.
- Works with other utility departments outside the Town of Ashland City.
- Train through field experience and classes to pass the Tennessee Grade I Wastewater Collection Operator certification examination.
- Train through field experience and classes to pass the Tennessee Grade I Water Distribution Operator certification examination.
- Climbs water tanks up to and in excess of 145 ft. to perform maintenance and collect water samples if necessary.
- Routinely checks water storage tanks and booster pump stations in the distribution system reporting any system malfunctions to supervisor.
- Maintains sanitary cleanliness in and around booster stations and water tanks and associated facilities to include cleaning, painting, lawn maintenance and general aesthetic appearance.
- Exercises valves periodically to ensure proper operation.
- Keeps up to date with related technical and regulatory information.
- Works safely observing all OSHA, Federal, State, and City regulations. Reports any accidents immediately to supervisor.
- Correctly wears appropriate personal protective equipment when required.

OTHER DUTIES AND RESPONSIBILITIES

- Must be prepared at any time to perform any job related to the Water Distribution/ Wastewater Collection department.
- Provide coverage in absence of other personnel.
- Must work after hours and be on-call when assigned.
- May have to work after hours in emergency situations.
- Must be able to work on-call for emergencies.
- Must maintain a city cell phone and be available for on-call 24/7.
- Promotes teamwork environment. Assists coworkers when necessary.
- Attends various meetings, seminars, training sessions and organizational programs.
- All other duties assigned by supervisor.

QUALIFICATIONS

- Must have a high school diploma or equivalent.
- Must understand and implement the use of city, state, federal, and industrial standards, ordinances, and regulations.
- Must understand modern construction and repair technology.
- Must have at least one- year experience in the water/wastewater construction field (preferred).
- Must possess a valid State of Tennessee Commercial driver's license with "A" classification within 90 days of hiring.
- Must be able to wear mandatory safety equipment.
- Must possess a valid Tennessee Driver's License.

EQUIPMENT OPERATED

- City Vehicles
- Radio
- General hand tools
- Dump Truck
- Backhoe on occasion

- Bobcat
- Jet Truck
- Combo jet/vac truck
- CCTV Truck
- Tapping Machine
- Cell phone
- Various maintenance tools and equipment
- Generators and bypass pumps
- Lawn equipment
- Gauges, pressure recorders, flow meters and other assorted distribution system equipment
- Etc.

WORKING CONDITIONS

- Heavy manual labor with exposure to elements of nature including extreme heat or cold, rain, snow, and other unfavorable weather.
- Generally physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered with various jobs.
- Under general supervision, employee must work independently performing multi-task assignments.
- May be required to enter confined space areas.
- Work environment can be dirty with unpleasant odors.
- Exposure to animals such as rodents, snakes, spiders, dogs, etc.

USUAL PHYSICAL DEMANDS

- Must be able to lift 50 lbs. though greater weights may at times be lifted, carried, and or placed.
- Must be able to constantly bend, stoop, crawl, stretch, and walk.
- May be required to work in high elevation over 30 ft.
- Dexterity and fitness sufficient to safely operate, utilize, and maintain tools and equipment used in work.
- Excessive walking and/or sitting.

EMPLOYEE AWARENESS:

- Implement and assure adherence to the Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to federal/state laws and regulations regarding MSDS, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload etc.)

MANAGEMENT APPROVAL

Director of Public Utilities/Public Works signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's signature

____/____/____
Date