

City of Richland - Job Description

Public Works Department - Maintenance / Service Worker

Purpose of Position

Maintain and service water and sewer system to ensure its proper working condition

Major Duties and Responsibilities

Maintain and repair all water wells and sewer lift stations

Perform maintenance and repairs to all water and sewer piping, valves, manholes and meters

Install service lines and meters for customer connections

Read all meters on monthly basis

Perform preventive maintenance on departmental equipment

Locate and mark water and sewer mains and service lines as required

Perform other duties as directed

Job Context

The Maintenance / Service Worker is a full-time position in the Public Works Department. The immediate supervisor for the position is the Water and Sewer Manager. The person in this position is supervised on a daily basis and has no supervisory authority. The Maintenance / Service Worker works regular hours year-round, with occasional overtime when the workload demands it. The person in this position is on call as required by schedule. 5% of the work for this position is indoors; 95% is outdoors and requires work done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but not limited to, chlorine, sewage, sewer solvents, sealants, and various chemical products. The person in this position should have a high school diploma or its equivalent. The stress level associated with this position is average. Physical work involved with this position includes, but is not limited to, lifting, walking, shoveling, digging and climbing.

Knowledge, Skills and Abilities

Knowledge:

- Specialized repair materials
- Proper use of hand tools
- Proper use of power tools
- Richland city layout
- Sewer and water pipe layout
- City ordinances
- Proper grammar and use of English in speaking and writing
- City of Richland Safety Manual standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication

Skills and Abilities:

- Work as a team member with other employees
- Communicate effectively with residents and other City employees, both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures