TOWN OF OAK CREEK

POSITION TITLE: Maintenance Worker III

DEPARTMENT: Public Works

REPORTS TO: Public Works Director or Designee **FLSA STATUS**: Non-Exempt

SUPERVISORY RESPONSIBILITIES: May be assigned in absence of Public Works Director

DATE APPROVED: ~~Pending for April 12, 2012~~ _____ , 2024

SUMMARY OF POSITION: Operate the water plant in order to ensure that residents have safe and clean water in accordance with federal, state and municipal policies and standards, operate and perform routine ~~and the operation and~~ maintenance of the wastewater treatment plant. Performs a wide variety of unskilled, semi-skilled and skilled work in all phases of maintenance, repair and construction of roads, flood control, and other public works facilities including electric system, water and sewer treatment, ~~and~~ distribution and collection systems, parks and building maintenance and related public works programs.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Oak Creek retains the right to modify or change the essential and additional functions of the job at any time.

- Maintain the water treatment plant systems to ensure the availability of a clean community water supply, and
  - Inspect, service and repair components of the water treatment plant including water intakes, pipes, and water storage vessels;
  - Arrange for any needed repairs;
  - Inspect plant systems on a daily basis to ensure effective operations; and
  - ~~Establish~~ Implement a preventative maintenance program.
- Maintain the wastewater treatment plant systems
  - Inspect, service and repair components of the wastewater treatment plant;
  - Arrange for any needed repairs;
  - Inspect plant systems on a regular basis to ensure effective operations; and
  - ~~Establish~~ Implement a preventative maintenance program.
- Maintain the general administration of the water and sewer systems in order to ensure effective operations by
  - ~~Establish~~ Maintain and update preventative maintenance schedules;
  - Keep a daily log;
  - Prepare activity and work order reports;

    - Recommend the purchase of goods and equipment; maintain supply and repair material inventories;
    - Provide reports to government agencies, departments and other organizations as required and in a timely manner; and
    - Ensure records are maintained.
- Performs maintenance and construction work involved in the management of
    - the electric system,
    - streets,
    - water and sewer treatment and distribution systems,
    - parks and building maintenance,
    - and related public works programs.
- Responds to citizen needs for public ~~works~~ utility services as assigned by supervisor.
- Performs supervisory, administrative, maintenance and construction work in the public works programs in the absence of, and as may be assigned by, the Public Works Director.
- ~~Adhere~~ Understand and adhere to all Town safety and loss/control guidelines; provide staff training.
- Work is generally Monday through Friday, 40 hours per week, with a one (1) hour lunch break subject to change based on work load and scheduling; work overtime as circumstances dictate and on-call rotation on weeknights, weekends and holidays.
- On call during non-business hours on a rotating schedule and must be able to report to duty within 30 minutes when on-call.

ADDITIONAL DUTIES

- Other duties as assigned.

REPORTING RELATIONSHIPS

Direction is provided by the Public Works Director or designee.

KNOWLEDGE, SKILLS, ABILITIES

- Colorado Class C Water Operator's license and Colorado Class B Wastewater Operator's license through Operator Certification Program Office required. Equivalencies will be considered.
- Familiarity with and no less than two (2) year's experience with water plants, distribution systems, collection systems, wastewater plants, sampling protocol, DMR reporting, and all other aspects of water/wastewater treatment.
- Proficient knowledge and application in the area of water and ~~sanitation~~ sanitary sewer systems management; water sampling and testing techniques; inspection procedures; building maintenance; water plant operation and maintenance including pumps, valves, chemical treatment systems, etc.; and water and sewer distribution and collection systems including pipes, water mains, manholes, confined spaces and fire hydrants.
- Public works maintenance practices, tools, and equipment; excellent mechanical skills; ability to operate and maintain water and sewer equipment and systems.

- Operation of light and heavy equipment, ~~operation of tree trimming, lawn mowing~~ and snow removal equipment.
- ~~Entry~~ Basic level knowledge of electrical power systems.
- Basic knowledge of mechanical, plumbing, heating and electrical systems.
- Literacy skills including the ability to read technical manuals; computer skills; analytical, problem solving and decision making skills.
- Must have related knowledge and be able to work independently to maintain a schedule of utility service delivery, collection and disposal.
- Able to perform work relating to the maintenance, repair and construction of roads, including tree and traffic facilities, flood control and other public works facilities.
- ~~Knowledge of construction practices and techniques, raw water supply systems, water treatment and wastewater systems, electrical, plumbing, and mechanical theories, municipal capital budgeting and budget administration preferred.~~
- Safe driving rules and practices.
- Do heavy and manual labor including safe lifting and carrying practices.
- Must possess hot line training thru a certified class.
- Must possess or attain a class B or higher Colorado Commercial Driver's license within twelve (12) months of hire.
- ~~Must possess a class B or higher Colorado Commercial Driver's license.~~
- Work cooperatively with others.
- Willingness to learn and perform duties of higher level positions; seek training opportunities for professional certifications that will qualify employee to perform necessary utility operations and infrastructure maintenance, maintain vehicles and equipment.
- Reliable e.g. shows up on time, prepared to work, cleans up workspace at the end of every shift, maintains Town tools and equipment so that they are ready to be used by someone else, or the next day; checks out vehicle and equipment at the beginning and end of each day, reporting to supervisor any identified damage or repair need(s).
- Learns and employs Town policies and safety practices; identifies dangerous situations and works independently or with others to correct these situations and/or report them to their supervisor.
- Ability to treat customers/citizens with respect; possess cultural awareness and sensitivity; be consistent and fair.

WORK ENVIRONMENT:

- Outside work in all ~~different~~ weather conditions including extreme cold and extreme heat.
- Exposure to unpleasant sights and smells.
- Working environment may include exposure to dangerous and toxic substances; necessary precautions must be taken to protect eyes, nose and skin from irritation and infection.
- All activities must be completed in a safe and efficient manner to eliminate possibility of contamination and infection to self or others.
- Work is strenuous and will require lifting, pulling and managing equipment and objects.

- Problems may result in increased stress to complete tasks in a limited time.

PHSYICAL AND OTHER REQUIREMENTS:

- Frequently lift 25 lbs and occasionally lift and or moves up to 100 lbs.
- Must possess good close, distance, and peripheral vision.
- Must be able to climb onto and into heavy equipment.
- Must be able to stand and/or sit for several hours with few breaks.