

City of Willard, Missouri Job Description

Water System Maintenance: Public Works Department

General Purpose of Position

Oversees duties and functions related to water quality and safety for the city

Major Duties and Responsibilities

Assures that water quality is at appropriate levels

- Takes necessary water samples
- Sends samples to Springfield lab for testing and recording
- Makes adjustments as necessary

Maintains, installs and repairs water meters

- Removes meter when needed and removes collected water
- Examines meter to determine if it can be repaired or must be replaced
- Checks for leaks
- Repairs meter when possible or makes arrangements for meter to be replaced
- Replaces meters
- Communicates situations to City Hall

Installs meters for new residents

- Obtains appropriate meter to install
- Takes meter and other necessary equipment to site
- Prepares site, makes tap and installs meter
- Checks for water pressure and accuracy of installation
- Reads meters in for new residents
- Reads meters out for residents that are moving

Maintains all water line records

- Assists in projects to assure safety
- Ensures water lines are protected

Assists Public Works department with maintenance tasks as needed

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Exempt
Department	Public Works
Immediate Supervisor(s)	Public Works Director
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	None
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	On a regular basis, for meetings, workload, and emergencies

Frequency of Night Work	Rarely
Shift Position	Rarely
On Call Status	Not Applicable
Percentage of Work Indoors	50%
Percentage of Work Outdoors	50%, in all types of weather conditions
Types of Accountabilities	Safety, Legal
Exposure to Chemicals / Hazardous Materials	Seldom
Applicable Chemicals / Hazardous Materials*	Raw sewage, household hazardous wastes, cleaning supplies, acids, other chemicals, insecticides, herbicides, gasoline, oil, vehicle exhaust, asphalt, dust, flood water, mace, blood and other animal fluids
Average Stress Level	Average, varies with activities
Physical Work Associated With This Position**	Working in confined spaces, lifting, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment or animals, pulling and pushing, chasing animals in vehicle or on foot, climbing, bending, subduing animals

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position must have a High School diploma or its equivalent. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license is required.

Knowledge, Skills and Abilities

Knowledge

- Basic plumbing principles
- Water tower, lift station and pump station operations
- Principles of public works operations
- Safety recognition
- Street repair as it pertains to water and sewer issues
- Operation of heavy equipment
- Procedures to maintain vehicles and equipment
- Proper use of road material as it pertains to water and sewer issues
- Layout of city streets
- Layout of water lines
- General equipment operation
- Basic understanding of hand tools and small machinery
- Minor mechanical repairs on the truck and other machinery
- Basic measurement principles
- Basic construction methods and practices
- General maintenance practices

- Proper grammar and the use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Usage of power tools or small machinery
- Apply basic plumbing principles
- Electrical operations of the well houses
- Basic construction skills as they apply to water and sewer maintenance
- Supervisory ability
- Heavy equipment operating skills
- Good defensive driving skills
- Understand flow of traffic
- Leadership skills
- Ability to follow orders
- Use tools and small machinery
- Operate and maintain light equipment
- Spatial skills
- Good physical strength
- Install signs accurately and properly for water and sewer maintenance
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and city policies and procedures
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Communicate effectively with other City employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Follow City and departmental policies and procedures