

TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA
1775 WELSH ROAD
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Utility (Sewer) Technician/Class II
DEPARTMENT: Sewer Department

SUPERVISED BY:

This position is supervised by the Public Works Superintendent or his designee. The Public Works Superintendent or his designee has the authority to comment and evaluate the Technician position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and done at least every 12 months.

JOB IS: Full-time

WORK BREAKS: Lunch: 30 minutes
Breaks: 30 minutes total (2 @ 15 minutes each)

WORK SCHEDULE: Hours vary; Monday - Friday

SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor

DATE COMPLETED: September 28, 1998

EFFECTIVE DATE: November 15, 1998

REVISED: July 25, 2017

PURPOSE OF THE POSITION:

The Utility (Sewer) Technician II/Class II performs selected and emergency maintenance to the Waste Water Collection and Transportation System. The Utility (Sewer) Technician II/Class II performs routine assignments as an individual or as a team member typically under the direction of the Sewer Foreman.



MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

1) Required Education/Experience/Training:

- High school diploma or GED/career center or trade school
- Comprehensive knowledge of properties and effects of hazardous and toxic chemical agents and utilization requirements; metering stations, pump stations, lift stations, wet wells and generator facilities; sewage flow monitoring systems; private and designated commercial location meter readings; placement of inserts, manhole repairs, R/W clearing and inspections, dig-up repairs and all preventative maintenance activities

2) Required Ability to Use / or / Learn to Use and Operate the Following:

- Standard office equipment
- Standard utility equipment/tools/machines/vehicles, typically used in a municipal sewer department

3) Required Licenses/Certificates/Registrations:

- Valid Commercial class "B" Driver's License without air brake restriction (L) and with tanker endorsement (N)

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:

Essential Abilities To:

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Drive, as required
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards
- Maintain socially appropriate behavior and dress code
- Read labels and written instructions which are typically in English
- Request assistance when appropriate

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION (CONTINUED):

- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines
- Respond to inquiries and/or complaints in a timely and professional manner
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position

Essential Tasks/Responsibilities:

- Perform scheduled and emergency operating maintenance activities at metering stations, pump stations, wet wells, and generator facilities.
- Download flow data in the field and return to the office. Report system discrepancies to the Foreman immediately.
- Perform routine servicing meters and alarm systems. Assist Foreman with unusual meter and alarm service problems.
- Assist with replacing/relocating of flow monitoring equipment as directed. Become familiar with and assist in performing basic calculations of pipe size, effluent flow measuring, and mounting requirements for placement of flow monitoring equipment. Perform routine maintenance and checks of the flow monitoring equipment.
- Perform minor maintenance service on electrical meters and panels, equipment and instrumentation sensors. Assist in servicing and perform servicing of equipment. (Flushing machine, trucks, generators, tools, monitoring & inspection equipment, etc.)
- Perform minor maintenance service on stand-by generators, motors, valves, and other mechanical and rotating equipment.
- Maintain grounds, containments, and structural areas, including vegetation control.
- Perform pre-utilization maintenance checks and field maintenance checks on shop equipment and vehicles.
- Assist in clearing and cleaning sewer lines, laterals, and storm drains on a scheduled or emergency basis with the safe use of chemicals, flushing machines, and lateral machines.
- Be aware of properties and effects of hazardous and toxic chemical agents and their use.
- Physically remove debris from system, visually check system for cracks, broken lines, and other structural failures. File appropriate paperwork and report to Foreman.
- Assist in raising and lowering manholes, as well as rehabilitation work to the inside of the manhole.

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION (CONTINUED):

- Respond to PA 1 CALL requests. Identify and mark sewer lines and laterals as required.
- Assist in the identification and marking of manhole covers and placing location markers.
- Assist in locating and maintaining right-of-ways, vegetation control, and removal of obstacles. Report inaccessible areas to Foreman.
- Perform other operating and maintenance functions as directed, to include assistance to Highway Division, Buildings and Grounds or any other department as directed.
- Assist in the repair to the waste water collection system and pumping stations.
- Winter maintenance as directed.
- Other work as required.

PHYSICAL DEMANDS OF JOB

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

IA. In an 8 hour workday, this job requires the physical ability to CONTINUOUSLY:

- A) Sit for up to: 4 hours
- B) Stand for up to: 4 hours
- C) Walk for up to: 4 hours

IB. During an ENTIRE 8 hour workday, this job requires the physical ability to:

- A) Sit for up to: 8 hours
- B) Stand for up to: 8 hours
- C) Walk for up to: 8 hours

IIA. Job requires the physical ability to LIFT:

- A) Up to 50 pounds frequently

IIB. Job requires the physical ability to CARRY:

- A) Up to 50 pounds occasionally

III. Job requires the physical ability to use hands for repetitive actions such as: Simple grasping, fine manipulation, and pushing and pulling of arm controls

IV. Job requires the physical ability to use legs and feet for repetitive movements as: Pushing and pulling of leg controls

V. Job requires the physical ability to function in activities involving:

- A) FREQUENT: Bending, squatting, reaching
- B) CONTINUOUS: Being around moving machinery, exposure to marked changes in temperature and humidity, exposure to dust, fumes, and gases, noise

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I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: _____

Today's Date: _____

Printed Name: _____

Signature: _____

Please Note:

Complete the following **ONLY** if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed): _____

My Name (Printed): _____

My Name (Signed): _____

Date: _____