



City of Booneville

Job Description

JOB TITLE: Water Department Maintenance Tech

DEPARTMENT: Water

FLSA: Non-Exempt

REPORTS TO: Water Supervisor

POSITION SUMMARY

The purpose of this position is to perform general installation and maintenance within the Water Division for the City of Booneville.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform scheduled maintenance on lift station equipment, piping and structures.
- Repair and/or replace lift station motors, pumps, and associated equipment.
- Correctly diagnose lift station problems and be able to instigate proper repair procedures.
- Work within confined spaces such as sewage wet wells, manholes, and other types of lift stations.
- Operate and maintain equipment in accordance with manufacturer instructions.
- Operate hydraulic hoist in the removal and placement of lift station pump motors and piping.
- Maintain records of repair and maintenance to all lift stations.

MINIMUM EDUCATION AND EXPERIENCE

Minimum Education

Education: High school diploma/GED

Experience (yrs.): Six (6) months previous experience and/or training involving water and sewer line installation and maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

Substitutions Allowed for Education:

None

Substitutions Allowed for Experience:

None

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of occupational safety rules and practices as they relate to confined spaces and mechanical equipment.
- Knowledge of general geographic area.
- Skill in the safe operation of associated mechanical and electronic equipment as it relates to the installation, repair and maintenance of lift station pumps, motors, piping, and structures.
- Knowledge of scope and function of different types lift stations utilized.
- Knowledge and ability to break down and repair or rebuild various lift station pumps, motors, piping, valves, and other equipment associated with the operation of sewage lift stations.
- Ability to deal with the public and fellow employees in a professional and effective manner.

PERFORMANCE APTITUDES

- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

- **Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages.
- **Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

- **Physical Ability**: While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and distance vision.
- **Sensory Requirements**: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors**: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.