



CITY OF OVERTON

JOB DESCRIPTION

PUBLIC WORKS TECH - SEWER

Job Title:	Public Works Tech - Sewer	FLSA Status:	Non-Exempt
Department:	Public Works	Compensation:	Hourly
Supervisor:	PW Supervisor - Sewer	Work Location:	Field Operations

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required

POSITION SUMMARY:

Performs work necessary to provide maintenance primarily but not limited to the sewer system but also to include all other public works operations (water, streets, parks, and other departments) within the city. Performs maintenance, service and small engine equipment repairs as needed on city equipment. This position coordinates with the Public Works Supervisor(s) daily.

ESSENTIAL PERSONNEL:

This position is designated as essential personnel for some or all disaster or emergency situations. This designation will require individuals in this job to remain on duty at the City, if so ordered, in the event of an emergency situation or other unforeseen circumstances. The instruction to remain at your post for the duration of the crisis is mandatory and failure to adhere to such instructions may subject you to disciplinary action up to and including termination of your employment, unless a waiver is requested and approved in a timely manner.

ESSENTIAL DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Assists with, but not limited to, all aspects of maintaining the City's Sewer System.
2. Assist with Water, Street and Park Maintenance projects.
3. Assist and work with the Utility Clerk on daily operations of customer service-related issues.
4. Participate in weekly, weekend and holiday On Call Rotation including by not limited to checking of Wells, Lift Stations and Wastewater Treatment Plant each day and completing daily logs for each.
5. Assists in maintenance and repair operations including but not limited to water leaks, sewer leaks, meter change outs, lift stations, water lines, wells, pumps and other operations related to water and sewer operations.
6. Responsible for assisting with monthly water meter readings and re-reads.
7. Responsible for any water meter turn on and turn off as directed by the Utility Clerk, if needed.
8. Assists in the repair and/or replacement of water meters, curb stops and water meter boxes
9. Assists with the installation of water and sewer taps.
10. Communicate with the Public Works Supervisor to ensure adequate public works, utility and street supplies are available.
11. Operates various types of hand tools and power tools in the maintenance of parks and buildings; mows lawn with riding lawnmower, push mower, or tractor, operates weed eater for extended periods of time, uses shovels, picks, clippers, hand pruner, chain saw, wrenches, etc. to perform duties such as edging,



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trimming trees and shrubs, planting trees, shrubs, and flowers, repair and maintenance of equipment and playground equipment, installing playground equipment, etc. in a safe manner.

12. Performs manual labor duties such as digging holes, pouring cement, setting fence posts, preparing plant area, etc. in a safe manner.
13. Moves furniture and other equipment as required or assigned.
14. Performs minor repairs and services vehicles and heavy equipment.
15. Communicates with various departments in diagnosing engine/equipment repair needs.
16. Identifies repair needs and communicates to the supervisor needed maintenance and replacement parts.
17. Completes work orders and vehicle maintenance reports as assigned.
18. Inspects and road tests equipment to be in a safe and serviceable operation condition.
19. Maintains the work area in a safe, clean, and orderly condition.
20. Recommend, establish and assist in implementing programs, policies and procedures to improve efficiency, effectiveness and productivity.
21. Receive and respond to complaints and directs any necessary follow up.
22. Work with the City Manager, Public Works Supervisor, and other department staff in emergency situations affecting the city.
23. Other duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Operation and maintenance of equipment, tools, machinery, and systems relating to water utilities, wastewater utilities and other public works infrastructure
- Safe work and driving principles and practices
- Learn the water distribution, wastewater collections, water and wastewater treatment, backflow prevention, wastewater disposal; use and principles of computerized electronic equipment and communication devices in the collection, storage, and interpretation of water and wastewater operational data
- Learn basic industrial waste inspection, monitoring, and sampling devices, practices and techniques
- Learn basic chemistry and general laboratory and safety practices and procedures

Ability to:

- Learn the basic principles of construction and maintenance of water lines, pumps, wells, meters, storage facilities, basic water hydraulics, basic electrical and of all related safety procedures; environmental standards and compliance requirements
- Learn basic design and operation of mechanical devices, plumbing networks, and electrical systems
- Perform a variety of construction, repair and maintenance tasks
- Work under routine and emergency conditions
- Work efficiently and safely with others utilizing the issued safety equipment
- Understand and follow instructions and directions
- Work with others in a harmonious and respectful manner
- Perform a wide variety of physically strenuous tasks
- Respond to public inquiries and complaints in a tactful and courteous manner
- Safely operate heavy construction and repair equipment
- Operate and properly repair valves, fittings and hydrants
- Read, interpret and understand blueprints and construction drawings



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- Maintain and repair equipment and tools
- Operate a computer database and perform general inspections of contractor's work
- Contribute useful information for pump station improvements
- Read and record meter readings accurately
- Understand and explain water billing and meter reading procedures

Skills include:

- Operating and maintaining control of equipment and machinery related to water and wastewater treatment
- Operating various types of vehicles, construction and/or grounds maintenance equipment
- Use of power and hand tools
- Sufficient oral, auditory and written communication skills in English

MINIMUM REQUIREMENTS:

- High School Diploma or General Equivalency Degree (GED)
- Must possess a valid Texas Driver's License
- Preferred One (1) year experience in construction or utility work or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Ability to obtain Texas Commission on Environmental Quality (TCEQ) Class D Wastewater Operator's license within six (6) months of hire date.
- Ability to obtain TCEQ Class D Groundwater Operator's license within one (1) year of hire date.
- Obtain TCEQ Class C Wastewater Operator's license will be required within nine months of meeting TCEQ's time requirement

SUPERVISION RECEIVED AND EXERCISED:

- This position receives direct supervision from the Public Works Supervisor - Sewer and the City Manager. This position may receive direct supervision from the Public Works Supervisor – Water when working on the water system or in the absence of the Public Works Supervisor – Sewer. This position does not supervise any other positions.

WORKING RELATIONSHIPS:

- Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the department and within the City in general. Shares information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities of the department and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.



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WORK ENVIRONMENT AND PHYSICAL ABILITIES:

Majority of work performed outdoors in field operations

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with maintenance work. Most work will be performed outdoors. The incumbents are exposed to a variety of conditions including wet, heat, cold, heavy dust and pollens and biohazards. Additionally, the working environment and equipment used exposes the incumbents to loud noises, vibrations, mechanical and equipment hazards, pesticides, raw and treated sewage, fumes, solvents, diesel, chlorine, and other chemicals and risks. Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

The City of Overton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Overton will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description

Employee's Signature

Date

Supervisor's Signature

Date