



## CITY OF INGLESIDE JOB DESCRIPTION

### Wastewater Laborer

**Department:** Wastewater  
**FLSA Status:** Non-Exempt  
**Effective Date:** 05/13/2020  
**Pay Grade:** 2

#### POSITION SUMMARY

Performs manual work including routine maintenance and repair duties for public utilities manhole installation and maintenance; cleaning wastewater lines and manholes; lift station maintenance, and related work as apparent or assigned. Work is performed under the close supervision of the assigned supervisor.

#### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Daily maintenance, repair, and upkeep of the wastewater treatment plant, drying beds, blower room, and generators.
- Cleans and washes clarifiers.
- Cleans sewer mains and lift stations
- Performs lift station maintenance including alarm testing, pump down testing, pull pumps, etc.
- Ensures lift stations are operating efficiently, performs amp readings, ensures pumps are working properly.
- Assists with the installation of wastewater collection and water distribution lines, taps, repairs, and replacement.
- Manhole installation and maintenance.
- Collect wastewater samples for testing.
- Document materials used and actions taken to complete task orders.
- Regular upkeep and maintenance of the vehicles, equipment, and tools used.
- Assist with other departments maintenance work as needed or required.
- Complete assigned health and safety courses to create a safe work environment

#### SUPERVISION RECEIVED AND EXERCISED

- Close supervision
- Under the directions of the Chief Plant Operator

## EDUCATION AND EXPERIENCE REQUIREMENTS

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be*

- **Education** – High school diploma or GED
- **Experience** – None
- **License or Certificate** – Valid driver's license in the State of Texas (Class C required; Class B preferred).
- **Special Requirements** – Must obtain a Texas Commission on Environmental Quality (TCEQ) Class D Wastewater License within 1 year of hire date.

<b>Required Education:</b>	High School Diploma / GED
<b>Required Experience:</b>	None
<b>Combination OK?</b>	Yes
<b>License or Certificate:</b>	Valid Texas DL

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of the tools, materials, and equipment used in wastewater system maintenance work.
- Ability to read and write.
- Ability to understand oral and written directions.
- Good physical condition: physical ability to perform heavy manual work and perform manual labor for extended periods of time.
- Ability to work independently.
- Ability to operate machinery and equipment.
- Ability to establish and maintain effective working relationships with associates and the public.

## PHYSICAL DEMANDS

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires standing; walking; using hands to finger, handle or feel; climbing or balancing; frequently requires sitting and reaching with hands and arms; and occasionally requires stooping, kneeling, crouching, crawling, and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions, exposure to toxic or caustic chemicals, or exposure to fumes and airborne particles, and may require the use of specialized personal protective equipment.

<b>Weight:</b>	10-50 lbs.
<b>Environment:</b>	Mod. Noisy
<b>Physical Activity:</b>	Heavy

- Work is generally in a moderately noisy location (e.g. on or near noisy equipment, light traffic).

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

\_\_\_\_\_  
Date