

New Buffalo Township

Title: Water Utility Maintenance Worker

Reports to: Utility Superintendent

Broad statement:

Performs a variety of semi-skilled and skilled manual labor tasks involving the construction, operation, repair and maintenance of the Townships water system. Employee should have general knowledge of water and sewer systems. The duties listed below are not all inclusive and can change as our operations needs change.

Required Knowledge, Skills and Abilities and Minimum Qualifications

- Must have a valid driver's license, High School diploma or GED.
- Must pass a physical examination after a conditional offer of employment is made if requested by the Supervisor.
- Must be willing to test for required EGLE water licenses. Will need to maintain licenses.
- Must have the ability to work in all weather conditions.
- Must be willing to attend Township sponsored training and answer after hours water calls.
- Must have the ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community.
- Must be able to move sizeable objects of up to forty (40) pounds; maneuver, operate and perform required duties in different positions at sites of varying space and condition; operate required equipment, machinery and vehicles; bend, reach, stoop, stand and/or walk for extended periods.
- Shall possess the ability to perform light maintenance repairs.

Specific Duties and Responsibilities

- Will answer and attend to after hour water emergencies, if so called upon.
- Must be able to handle customer complaints, daily work orders, assist contractors and inventory of materials.
- Must be able to perform but not limited to, repair of watermains and hydrants; install/repair meters, valves, water taps and customer service lines; system flushing and meter reading.
- Mark for Miss Digs.
- Must be able to flush hydrants; set and change out meter pits and chlorine cylinders.

- Must be able to change settings of chlorine feed rate; perform daily pumping and chlorine calculations; chlorine dosages, operation of a chlorine gas system and take samples.
- Must be able to perform booster station operations which include, but not limited to, tower controls, trouble shooting and programming.
- Responsible for some mowing and snow removal.
- Will perform minor routine maintenance of Township property such as, but not limited to, trash removal, changing light bulbs, moving of equipment and assisting park personnel and any other duties assigned.
- Will keep work areas clean, inventory, trucks and tools clean and organized.
- Employee agrees to limit cell phone use while on paid Township time. At discretion of Superintendent

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

12-14-2021