

**SEWER DEPARTMENT****Essential Job Functions for****Maintenance Mechanic I&II, Inspector, Meter Technician, I&I Coordinator, Crew Leader**

Maintain regular, consistent, punctual, and predictable attendance in the workplace.

Work more than the standard workday or the standard workweek, when duties and responsibilities require said effort.

Work evenings, nights, holidays, or weekends, when duties and responsibilities require said efforts.

Work on-call assignments and respond to emergencies within 30 minutes and report to the worksite within 60 minutes.

Work in heavy construction site conditions, including exposure to noxious materials, poisonous vegetation, sanitary sewage, vehicular traffic, noise, vibration, fumes, odors, and dust.

Work indoors or outdoors exposed to all weather conditions.

Work in confined spaces, such as sanitary sewer manholes, pump stations, and meter chambers.

Sit or stand for extended periods of time, hike along highly vegetative and rugged sanitary sewer right-of-ways, and walk to various work areas on a job site or within buildings.

Drive a vehicle, sometimes for extended periods of time, to work activities within and outside the Township.

Drive a truck, sometimes for extended periods of time, equipped with and operate a snowplow and/or materials spreader during winter maintenance operations, removing snow and ice from roadways.

Understand and carry out oral and written instruction in the English Language.

Establish and maintain effective working relationships with other employees, service providers, and general public.

Bend at the waist, kneel on hard surfaces, reach with arms fully extended, and climb a ladder.

Push or pull a broom, shovel, rake, and other hand tools, and operate various pieces of small equipment.

Lift above the waist, carry, drag, push, or pull objects that may weigh more than 50 pounds, but typically less than 100 pounds.

Use hand tools with effective hand/eye coordination and upper body strength.

Operate a telephone and mobile radio.

## **MAINTENANCE MECHANIC I**

### **NATURE OF WORK**

The Maintenance Mechanic I is an entry level position in the Sewer Department that performs skilled manual work in construction and maintenance of the sanitary sewer system.

The Maintenance Mechanic I performs manual work in the sanitary sewer system using hand and power tools, operates vehicles and mechanical equipment, and acquires skills on the job. Work also involves equipment maintenance duties and the performance of related work of an unskilled nature.

The Maintenance Mechanic I is required to apply judgment based upon training and work experience. This employee works independently under general supervision. Duties are assigned with detailed instructions; proper work methods are often demonstrated; and work is subject to supervision in progress. Duties are often routine in nature and, once learned, may be performed independently. The Maintenance Mechanic I is directly responsible to the Crew Leader. In the absence of the Crew Leader, the Maintenance Mechanic I is responsible to the Operations Manager.

### **EMPLOYMENT STATUS**

The position of Maintenance Mechanic I is included within the AFSCME Sewer Department Bargaining Unit. This position is typically a full-time position.

### **ESSENTIAL JOB FUNCTIONS**

Perform the Essential Job Functions for Sewer Department Maintenance Mechanics I & II, Inspectors, Meter Technicians, I&I Coordinators, and Crew Leaders, which is attached to and part of this job description.

### **EXAMPLES OF WORK**

Conduct visual inspections of sanitary sewer lines; engage in sanitary sewer inspection functions that include physical checks of manholes, pump stations, meters, and related sewer system facilities.

Provide information regarding the location, physical characteristics, and operation of the sanitary sewer system.

Perform standard operating checks and maintenance procedures on sanitary sewer facilities and department equipment.

Operate pumps, blowers, generators, sewer flushing equipment, and jackhammer.

Work as a flagman, set barricades, assist co-workers in work zone traffic control.

Mark the physical locations of sewers as required by the Pennsylvania One-Call Act.

Assist in flushing and root cutting operations in sanitary sewers.

Assist in the inspection and maintenance of sanitary sewer flow meters, including checking sewer flow levels and cleaning sensors.

Assist in the repair and maintenance of sanitary sewer equipment.

Perform maintenance and inspection of the sewer system in isolated off-street, sewer right-of-ways.

Cut grass at pump stations and other facilities.

Drive truck or equipment with adjustable attachments to remove snow and ice from paved surfaces and apply anti-skid materials.

Mix and work with hazardous substances, including sewer compounds, cleaning products, paint and paint cleaners, and grout materials for the grouting of manholes and sewer lines.

Install and maintain of private sewers, including working on private property as part of the sewer system I&I rehabilitation program.

Assist in the maintenance, repair, and/or replacement of pumping equipment at each of the pumping stations.

Clean, parge, coat, and raise manholes.

Load and unload materials and tools from trucks.

Perform other work as required.

#### MINIMUM QUALIFICATIONS

Graduation from high school or high school equivalency is required.

One year of experience as a general laborer is required.

Training or experience in construction trades, safety, and pumping equipment is desired.

Possession of a valid Pennsylvania CDL Class B License is required and must be obtained as a condition of the successful completion of a probationary period.