

DEPARTMENT/POSITION Northern Perry County Water & Wastewater / Water & Fiscal Operations

REQUIREMENTS **Education** High School Diploma

Knowledge Basic methods, tools & equipment used in maintenance and repair work. Ability to read & interpret basic maps and blueprints.

Safe work practices. General Accounting Procedures.

Experience Any combination of experience, education & training that would provide the required knowledge and abilities.

Physical Physical demand is heavy. Must be able to lift, push, and pull loads, manually dig holes and trenches, use hand tools, climb ladders, and operate machinery and equipment according to Peak Performance Assessments.

OTHER Obtain a water distribution and water treatment license within the first year of employment. Valid drivers license.

PROBATIONARY PERIOD 365 days

CLASSIFICATION X Classified Unclassified

COMPENSATION X Hourly Salary

SAFETY SENSITIVE X Yes No

NORMAL WORK HRS 7:00 AM Start 3:00 PM End Days of Week Mon-Fri

OVERTIME X Eligible Ineligible

DIRECT SUPERVISOR Perry County Water & Wastewater Operations Supervisor (OS)

POSITION/S SUPERVISED N/A

ESSENTIAL FUNCTIONS Under the direction of the Operations Supervisor, prioritize and perform

services to maintain adequate water and services. Maintain all equipment to ensure intended

function. If the equipment cannot function as originally intended, then it must be repaired or replaced.

Compile and provide timely & accurate reports of water services to Environmental Protection Agency,

Perry County Commissioners, and other entities as required/directed. Comply with all safety

requirements; utilize personal protection equipment as necessary. Report all safety concerns and

incidents to Operations Supervisor. Resolve customer services issues.

Oversee fiscal operations of NPW. Identify where checks and balances are needed and ensure compliance.

GENERAL DUTIES

Check water treatment stations, maintain as needed. Observe pumps & water lines

in master meter pits and complete charts, maintain as required. Climb up and down ladders to observe pumps

and water lines to make sure all are operational. Operate backhoe and use shovel to dig to water mains to

install water taps. Use probe to locate buried lines. Drive to locations of water meter to electronically

read water meters. Dig, enter, and exit trenches observing safety precautions at all times. Repair water

hydrants and leaks. Climb up and down ladders to observe pumps, water lines, & lift stations to make sure all

are operational. Operate machinery and use hand tools necessary to perform duties including shovels,

wrenches, ladders, pumps, generators, lawn mowers, pickup trucks/trailers, meter readers, backhoes, and

other machines or tools as needed. Collect readings, perform monthly and quarterly bacteria tests, and

report as required/directed. Work with Office Manager in creating/maintaining effective, efficient

and compliant operations of the Department.

OTHER INFORMATION

Additional duties may be assigned.

Interact appropriately with co-workers, other private and public entities and the general public.

Expected to work as scheduled/required. A flexible schedule is required to be available to work

24 hours per day, 7 days per week to meet the needs of the department.

Employee Signature, Date:
