

**Job Description**  
**Field Maintenance Worker**  
**For**  
**Consolidated Public Water Supply District No. 2 of**  
**Lafayette, Johnson and Saline Counties**

**The following functions and qualifications must be mastered within the first year.**

**Experience, Education, and Training**

- High School graduate or equivalent

**Primary Purpose**

- Repair, maintain, and upkeep the district's facilities.

**Supervision**

- Under the direct supervision of the assigned supervisor, must be self-motivated and driven to succeed.

**Essential Functions will include, but not be limited to:**

- Safely and accurately locate underground water lines (USING A PROBE AND SHOVEL ARE REQUIRED). Complete Missouri One Call tickets on time and log responses online and with the requesting party.
- Employee will share on-call responsibilities on weekdays, weekends, and holidays
- Employees will learn a SCADA system and monitor it at least 7 times daily throughout each day, whether on call or not
- We provide an essential service that requires emergency work 24/7/365. Overtime work when not on-call, it is necessary if a project/job requires more than two people.
- Read water meters (by hand and remotely), change out meters on a routine basis
- Be aware of one's surroundings and be proactive in finding and fixing problems
- Install new water services
- Install water mains
- Continually look for and find water leaks
- Repair water mains and meter connections when leaking
- Collect water samples for routine sampling per EPA/DNR requirements/schedule
- Mow and weed-eat around valves, end cleanouts, water towers, and pump house sites
- Exercise and remove debris around valves per schedule, twice per year, and as needed
- Flush lines as required and per schedule, twice per year minimum, keeping detailed logs both on paper, online, and computer
- Change out chemicals and reagents on schedule, and document both at the pump stations and the office
- Perform other duties assigned by supervisor(s) and co-workers
- Update online water system GIS maps
- Complete work orders while on-site with detailed completion notes, meter readings, dates, photos, and signature of employee(s)
- Perform pump diagnostics and maintenance
- Be comfortable communicating with contractors, vendors, and customers, and provide quality customer service
- Ability to safely operate field equipment and service trucks

- Ability to find a work-related task to finish out the day after completing assigned tasks
- Care for and maintain district equipment, including, but not limited to, Service Trucks, Dump Truck, Mini-Excavator, Valve Exerciser, Skid steer, Vac Machine, Lawn Mowers, and Trailers as if they were your own
- Secure district facilities (Buildings, Vehicles, Equipment, etc.)
- And any other duties as assigned

## **QUALIFICATIONS REQUIRED**

### **Knowledge**

- Safety, principles, procedures, and equipment involved in the construction, maintenance, and general repair of a Public Water Supply System
- Math skills to calculate chemical dosage, water consumption, etc.
- Computer skills
- Operate an Android phone and apps essential to daily activities.

### **Abilities**

- Follow oral and written instructions/directions
- Take detailed notes, remember the district territory, and water routes
- Work independently, be self-motivated
- Attention to detail. Remember the tasks performed and their due dates regularly
- Operate vehicles in a manner consistent with safety principles
- Accurately document and maintain records, logs, and reports
- Read and apply instructions
- Read and understand maps and cardinal directions
- Communicate effectively verbally
- Perform effectively as a team member in carrying out the Water District's tasks
- Perform the essential functions of the job without posing a direct threat to the health and safety of oneself and others around them
- Read and interpret measurements

### **Physical Requirements**

- Perform bending, squatting, climbing, twisting, kneeling, and reaching both to ground level and overhead
- Lift and carry up to 100 pounds and/or push and pull up to 150 pounds as required
- Hold and grip objects
- Work in awkward positions
- Perform during periods of prolonged walking, bending, sitting, or standing
- Work in all-weather climates for extended periods
- Use a shovel and spade to unearth water lines and other utilities

### **Working Environment**

- Primarily outdoors with exposure to dirt, dust, and pollen
- Subject to a variety of extreme weather conditions and getting very dirty and wet
- May be exposed to hazardous chemicals due to water treatment
- May experience poor lighting and ventilation
- Must be able to work in confined spaces and enter and exit ditches to install and repair water mains

**Licensing/Certification**

- Must have and maintain a valid Missouri driver's license.
- Must be able to pass DNR certification tests at the district's request.

**Miscellaneous Requirements**

- This industry is essential to everyday life, and this position is part of a team that provides on-call 24/7/365 responses to water treatment and distribution issues.
- Remain free of substances that impair one's ability to safely perform job functions

I have read the foregoing job description and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_