

Washington Township MUA
SEWER/WATER DEPARTMENTS
LABORER

SECTION 1 - INTRODUCTION

Outlined herein are the basic employee skills and operational functions necessary in the execution of the duties of this position. The requirements presented are to be considered minimum, since the position demands full application of the titleholder's abilities for successful discharge.

SECTION 2 - PERSONAL REQUIREMENTS

The position requires the following education, training, and experience.

a. EDUCATION -

Required: High School Diploma or GED.

Preferred: Associates Degree

Desirable: Educational experience and/or degrees in related fields.

b. EXPERIENCE - Knowledge of the principles, practices, methods and controls used in the treatment of wastewater/water is preferred. Must be able to read plans and blue prints and operate pumps, motors and valves. One years' experience in this type of work is required.

It is important for the individual to communicate clearly. A prerequisite to completing the responsibilities of this position is the ability to read and write English and speak the language adequately.

Knowledge in the use of personal computers. Must have the ability to utilize various types of electronic and/or manual recording and information systems as required by the Authority, government agencies and other resources.

Required to become familiar with lockout/tagout procedures, confined space procedures and other safe working practices. Requires the ability to operate hand and power tools needed to perform the maintenance tasks.

c. PERSONAL - The individual shall have and maintain the personal character and standing that will provide an unqualified background credentials check.

d. LICENSURE - A valid New Jersey driver's license is required.

SECTION 3 - JOB REQUIREMENTS

This position requires the performance of various duties which shall be carried out in a conscientious and professional manner. Such duties include, but are not limited to, the following:

a. PRIMARY RESPONSIBILITIES

i. Assist in the day to day operation and maintenance of the WTMUA wastewater/water systems including but not limited to the pumping stations and collection systems, water facilities and water distribution systems.

ii. Prepare monthly reports delineating work being undertaken.

iii. Insure proper functioning of all WTMUA wastewater/water systems and equipment assigned in work schedule.

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- iv. Assist in the prescriptive and preventative maintenance required to assure continuous and proper operation of equipment within in the assigned WTMUA wastewater/water system.
 - v. Advise the Licensed System Operators of status of assigned WTMUA wastewater/water system and any work of a prescriptive or preventative maintenance nature required.
 - vi. Responsible to maintain daily log of work performed and hours to complete said work.
 - vii. Perform required work orders and utility mark outs.
- b. SECONDARY RESPONSIBILITIES
- i. Assist in the inspection of new facilities, capital improvements, repairs & maintenance as maybe required.
 - ii. Perform other tasks as assigned.
- c. SAFETY COMPLIANCE – Responsible for compliance with all WTMUA safety programs including but not limited to Blood Borne Pathogens, Personal Protective Equipment, Hearing Conservation, Hazard Communication and Globally Harmonized System, etc.
- d. PERSONNEL – Reports to the Sewer/Water staff.
- e. PROJECT ASSIGNMENTS - Shall be required to carry out special projects that are assigned as needed.
- f. ACCOUNTABILITY - Shall be accountable to the Sewer/Water Licensed System Operators, Assistant Operators, and Executive Director or designee for the actions and performance of his/her duties. On an annual basis, he/she shall be provided with Performance Objectives to be assigned and/or mutually agreed upon for the upcoming year.
- g. TRAINING/LICENSING – Required to pass additional training per licensing requirements. Additional training will also be required by the WTMUA such as safety and any other training and or licensing that the Executive Director or designee may deem applicable to the position.
- h. DUTY OUTSIDE ASSIGNED WORKING HOURS – May be required to perform duty week which includes weekend duty and on call assignments. Duty week will require the employee to work weekend hours to maintain both water and sewer systems and call outs after regular business hours.
- i. PHYSICAL DEMANDS - Physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee spends about 20% of the time indoors and 80% outdoors. This position requires the ability to enter and remain in a confined space for long periods of time as well as being able to wear self-contained breathing apparatus. Better than average manual dexterity is important as is the ability to walk and stand for long periods of time.

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Very heavy lifting of up to 50 lbs. on a periodic basis is required as is the ability to do substantial amount of climbing, reaching, bending and leaning. Good eyesight and hearing are also necessary to perform the duties of this job properly.

- j. WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the functions of this job. Smell in certain facilities and environmental locations can be unpleasant.

SECTION 4 - SALARY & BENEFITS

- a. Wages: Hourly as indicated in the current WTMUA Employee Association Agreement
- b. Paid time off: As indicated in the current WTMUA Employee Association Agreement
- c. Medical Benefits: As indicated in the current WTMUA Employee Association Agreement
- d. Pension: participation in NJ State PERS plan is required