

CITY OF POLSON

Water and Sewer Department

POSITION: Water and Sewer System Worker

DEPARTMENT: Water and Sewer

ACCOUNTABLE TO: Superintendent and Assistant Superintendent

SUMMARY OF WORK: Performs customer services, meter reading maintenance duties, other Water & Sewer services as well as strenuous physical labor.

POSITIONS, RATE OF PAY AND SHIFTS:

POSITION: Full time (40 hrs per week) Permanent

RATE OF PAY: \$15.50 per hour

OVERTIME: On call duties (evenings, weekends and holidays)

WORKING HOURS: 8:00am – 5:00pm

WORK WEEK: Monday – Friday

JOB CHARACTERISTICS:

Nature of work: This position consists of but is not restricted to meter reading, meter service, meter installation, water and sewer housekeeping, hydrant service, farming duties as well as valve exercising G.P.S. The position requires strenuous physical labor during all seasons and after hours on call availability. Employee will adhere to all processes and procedures as well as safety practices and procedures in addition to utilizing all safety equipment provided.

Personal Contacts: Contact and coordination with courteousness as well as follow through with the public, city employees and other agencies is essential.

Supervision Received: Initial training is provided with limited supervision and direction of duties thereafter. Employee is expected to be self-motivated and ask for assistance when the need arises.

JOB ACCOUNTABILITY AND PERFORMANCE:

Employee will maintains water and sewer meters, assist all customers in a professional manner as well as water and sewer systems, tools and services that are required by the department. Employee will adhere to and understands all requirements within the current 'CITY OF POLSON Personnel Policy Manual'.

JOB REQUIREMENTS:

Knowledge: This position requires basic knowledge computers, an understanding of the provided training in addition to the continued education of the water and sewer systems to better assist the Department and the needs of the City.

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Skills: This position requires skills in the operation of City vehicles, basic computer knowledge, some technical skills and good physical health.

Abilities: This position requires the ability to: complete assigned duties in the allotted time with minimal to no supervision; follow safety routines and practices and to possess the physical stamina to perform required duties. Employee is required to be punctual, check in with immediate supervisor and communicate when any problems encountered.

Other Requirements: This position requires possession of a valid Montana driver's license; with the option to acquire a Commercial Drivers License (CDL). Employee must have a reliable means of transportation.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. A high school diploma or GED, experience with landscape equipment, computers and hand tools preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position is based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

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- Performs duties as assigned within the allocated time period.
- Follow all water and sewer processes and procedures.
- Adheres to safety practices and procedures.
- Deals tactfully with the public.
- Performs duties with a minimum of direction and supervision.
- Effectively operates and maintains equipment and tools.
- Demonstrates physical stamina to perform duties.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains effective working relationships with the public, fellow employees and supervisors.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____