



General Maintenance Worker

ADOPTED:
November 1, 2018

Reports to: Chief Water Lead/Chief Wastewater Lead and CO-USA Board
FLSA Status: Non-Exempt
Terms of Employment: Salary and work year as established by CO-USA Board
Evaluation: Performance of this position will be evaluated regularly with written performance annually.

JOB SUMMARY

The General Maintenance Worker, works under supervision of Water or Wastewater Lead and performs technical work in the maintenance and repair of systems and equipment in Water/Wastewater Systems, operates equipment in the repair and maintenance of water and wastewater systems, and performs general duties assigned by supervisor. Identifies, and reports defects, in writing, for repair, or performs repair within specifications at water plant or sewer treatment plant. The General Maintenance Worker operates tools and equipment to repair pipes, panels, facilities, and maintain plants. Reports issues in writing to supervisors in format required, follows up to ensure, scheduling of repair work, and repairs are completed. Assists with day-to-day activities of water or wastewater team.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned. This job description is an "at-will" position and does not constitute a written or implied contract of employment.

Employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, marital status, veteran status, sexual orientation, or any other legally protected status.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Extensive knowledge related to maintenance of water/wastewater plants, pipelines, and General Maintenance of Water and Wastewater systems.
2. Extensive knowledge of operation of wastewater treatment plant, sanitary sewer pipelines, lift stations, and pumps.

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3. Drives and operates, maintenance vehicles, and other vehicles and equipment to job locations.
4. Determine the condition of pipe joints, note locations of any damaged pipe or line inspected.
5. Create reports on maintenance goals and progress.
6. Write repair documents, track repairs, and inspect completion.
7. Ensure timely completion of assignments, and adherence to standards.
8. Draws samples from various parts of water and wastewater system.
9. Inspects pumps, valves, and gauges and performs maintenance. Reports deficiencies for repair or repairs equipment.
10. Complies with AW/Co-USA, Inc. Environmental, Health and Safety Policies. Wears Goggles, Gloves, Rubber Boots, Air Masks, Scrub Brushes, Safety Harness, Tri-pods, Self-Contained Breathing Apparatus, Atmospheric Monitor, Etc. when needed
11. Effective and respectful communications with employees, within the CO-USA, Inc.
12. Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations.
13. Can clearly articulate complex issues both verbally and in writing to technical and non-technical personnel.
14. Ensures adherence to standards, specifications, and equipment manufacturer recommendations to obtain maximum operational status.
15. Must be able to perform basic preventative maintenance functions to vehicles, tools, camera equipment, testing equipment, and equipment being used.
16. Ensures vehicle maintenance schedules are performed.
17. Must possess manual dexterity and a complete understanding of hand tools and the application of the many types of fittings and repair accessories.
18. Ability to build and sustain a collaborative, high performance team culture that encourages creativity, innovation, empowerment and vision.
19. Understands issues and complexity of situations and communicates in an appropriate and effective way. Gets things accomplished in difficult environments.
20. Encourages the effective use of technology to improve facility operations.
21. Institutionalizes the concepts of continuous quality improvement activities, performance measures and benchmarking.
22. Performs other related functions as directed by Supervisor, Project Manager, and Assistant Project Manager.

Qualifications Requirements: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Three year's (3) minimum water and wastewater repair experience.
2. Extensive knowledge of water and wastewater systems and maintenance, for vehicles, grounds, and specialized equipment.
3. Knowledge and skill to use, maintenance tools, hand tools, digging equipment, and small power tools.
4. Must have and maintain a valid Missouri Driver's license and be able to obtain an authorized pass to access onto Fort Leonard Wood.
5. Must be able to obtain CDL "B" license.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written format using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative effort and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquires, and or complaints.
5. Display courtesy, tact, and respect when dealing with others.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw conclusions.

OTHER SKILLS AND ABILITIES

1. Maintain appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Proactively introduces change into the facilities to address emerging issues.



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4. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
5. Ability to utilize office equipment, computers, and software especially as systems are upgraded.
6. Ability to learn and upgrade skills in order to meet changing demands of the position.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Have extensive knowledge of and ability to perform duties in full compliance with all procedures, methods, state and federal regulations, American Water and CO-USA, Inc. policies, contracts, and activities pertinent to the duties of this position.
9. Ability to work independently with little or minimum supervision.
10. Ability to use independent judgement and demonstrates initiative to act without being asked.
11. Ability to prepare and maintain accurate files and records, both electronic and paper copies, as needed.
12. Must regularly lift materials heavier than 50 pounds.
13. Employee will be required to work both indoors and outdoors during seasonal heat and cold or adverse weather conditions.
14. Employee will be required to work around chemicals and or hazardous conditions, exposed to odors, fumes, and dust, etc. Physical work consists of, but not limited to, climbing, lifting, bending, squatting, carrying, crawling, and standing for long periods of time.
15. Work outside in all weather conditions throughout the year from hot to cold, snow and rain, nice to adverse conditions.



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EMPLOYEE ACKNOWLEDGEMENT:

Job Title: I&I General Maintenance Worker-Helper
Reports to: I&I GM Lead, Project Manager and CO-USA Board
Department: Wastewater Plant
FLSA Status: Non-Exempt

I acknowledge reading the job description for this position and understand the duties and responsibilities required of me as contained herein:

Employee Signature

Date

Printed Name