

**ADOPTED:
November 1, 2018**

Reports to: I&I General Maintenance Lead, Project Manager 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 FHS/Grounds Maintenance Laborer, maintains the grounds of water and wastewater treatment plants and lift/pump stations, including buildings, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and lift and pump stations, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by shoveling, sweeping, washing, mopping and polishing. This laborer also drives sludge trucks on a routine basis.

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

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

1. Extensive knowledge related to grounds maintenance, processes, and regulations covering activities of maintenance of grounds.
2. Maintains grounds around wastewater treatment plant, lift stations and pumps.
3. Drives and operates, sludge truck, maintenance vehicles, and other vehicles and equipment to job locations.
4. Assists I&I crew when doing camera, smoke and dye testing, lifting manholes covers, entering manholes, traffic safety, digging to find pipe breaks, inspecting sewer lines.
5. Ensure timely completion of assignments, and adherence to standards.
6. Draws samples from various parts of water and wastewater system.
7. Inspects pumps, valves, and gauges and performs maintenance. Reports deficiencies for repair or repairs equipment.
8. 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
9. Effective and respectful communications with employees, within the CO-USA, Inc.
10. Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations.
11. Can clearly articulate complex issues both verbally and in writing to technical and non-technical personnel.
12. Insures adherence to standards, specifications, and equipment manufacturer recommendations to obtain maximum operational status.
13. Must be able to perform basic preventative maintenance functions to vehicles, tools and equipment being used.
14. Ensures vehicle and water and wastewater plant equipment maintenance schedules are performed.
15. Must possess manual dexterity and a complete understanding of hand tools and the application of the many types of fittings and repair accessories.
16. Ability to build and sustain a collaborative, high performance team culture that encourages creativity, innovation, empowerment and vision.
17. Understands issues and complexity of situations and communicates in an appropriate and effective way. Gets things accomplished in difficult environments.
18. Encourages the effective use of technology to improve facility operations.
19. Institutionalizes the concepts of continuous quality improvement activities, performance measures and benchmarking.
20. Performs other related functions as directed by Supervisor, Project Manager, and Assistant Project Manager.

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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. One year (1) minimum laborer experience.
2. Knowledge of water and wastewater systems and maintenance, both for vehicles, grounds, and equipment.
3. Knowledge and skill to use grass cutting equipment, 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 confidentially.

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2. Promotes a harassment-free environment.
3. Proactively introduces change into the facilities to address emerging issues.
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. polices, 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.



FHS Grounds Laborer

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EMPLOYEE ACKNOWLEDGEMENT:

Job Title: Wastewater Laborer

Reports to: Chief Wastewater Operator, 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