



City of Monroe – Sewer Department

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MEMO

To: All Departments  
From: Will Davis- Superintendent Sewer Dept  
Date: July 2, 2019  
Re: Utility Maintenance VI

There is a vacant position that exists within the Sewer Department. Utility Maintenance VI. If this position is not filled by a city employee within (10) working days of this notification, it will be open to the public on

8/12/2019.

**Utility Maintenance VI**

**Description:**

Workers in this position are responsible for supervising sewer and water maintenance workers. The work associated with this position involves the construction, operation, repair, maintenance, and replacement of City sewer and water systems.

**Duties and Responsibilities:**

- Supervises Sewer and Water Maintenance Workers
  - Ensures that all work is completed.
  - Ensures that all safety procedures are being followed.
  - Trains personnel on how to operate equipment and complete various tasks.
- Reviews daily projects with the Superintendent and schedules daily activities relating to operations and maintenance.
- Maintains records relating to work performed and completes work orders.
- Drives trucks of various sizes and weights.
- Transports employees and equipment to and from work sites.
- Operates a variety of construction and maintenance equipment used by the sewer and water department.
- May operate cleaning equipment such as high velocity water jetters and vac trucks.

- Trouble shoots stoppages, overflows or other troubles and removes blockages.
- Performs tasks related to sewer and water line installation and maintenance.
- Sets up barricades, traffic cones and directs traffic.
- Performs other duties as described by supervisor.

**Special Requirements:**

- Able to climb into and out of trucks.
- Able to climb up and down ladders.
- Able to work outdoors in extreme weather conditions with exposure to the elements.
- Able to work in small, cramped or confined spaces.
- Able to perform heavy manual labor including, but not limited to, lifting, shoveling, bending, twisting, pulling and squatting.
- Available to perform after hours and weekend call out as required.
- Must maintain cooperative working relationships with other City employees.

**Required Skills and Abilities:**

- Ability to read, write, and speak the English language at a high school graduate level.
- Able to communicate effectively verbally and in writing.
- Able to establish and maintain effective working relationships with employees, other City departments and the general public.
- Able to perform routine mathematical computations accurately.
- Reads and interprets sewer and water construction plans and drawings.
- Accurately completes work orders in a timely manor.
- Displays a positive attitude and is self motivated.
- Able to use portable and truck radios according to FCC guidelines.
- Practices safe driving and observes safe workplace practices.

**Education & Experience:**

- Must have a high school diploma or GED from an accredited institution.
- Must possess and maintain a valid Louisiana Commercial Driver's License of the appropriate class.
- Knowledge of equipment, facilities, materials, methods and procedures used in sewer and water maintenance and operation.
- Two (2) years of leadership experience or equivalent on the job experience within the City.
- Must obtain a Louisiana Class 1 certification within eighteen (18) months, Class 2 certification within twenty four (24) months, Class 3 certification within thirty six (36) months, and Class 4 certification within sixty (60) months of employment. Certification must be maintained while employed.

Note: Specific Louisiana certifications are related to the division where you work.

- Water Pollution Control – requires Wastewater Treatment certification
- Sewer Department – requires Wastewater Collections certification
- Water Department – requires Water Distribution certification