MEMO

To: ALL DEPARTMENTS
From: Will Davis, Sewer Supertintendent
Date: June 17, 2020
Subj: Job Opening—Utility Maintenance IV

There is a vacant position that exists within the Sewer Department. Utility Maintenance IV. If this position is not filled by a city employee within (ten 10) working days, it will be open to the public on 8/3/2020.

Utility Maintenance IV

Description:
Workers in this position are expected to perform various tasks under general supervision. The Utility Maintenance IV repairs and maintains pumping equipment and pump stations for the sewer, storm water and water distribution system.

Duties and Responsibilities:
- Performs preventative maintenance on equipment such as greasing pumps and motors, packing pumps and inspecting check valves, etc.
- Performs routine repairs and replacements of equipment including removing and installing pumps, motors, air compressors, sump pumps and valves.
- Checks and cleans bar screens, trickling filters, sand filters, aerators and basins.
- Cleans all related work areas and equipment.
- Maintains logs of pump station operations and records readings from various meters and gauges.
- Performs routine building, equipment and ground maintenance as required.
- Works with chemicals including, but not limited to, Chlorine and Hydrogen Peroxide.
- Maintains records relating to work performed and completes work orders.
- Drives pickup trucks and other City vehicles as needed.
- Uses various hand and power tools.
- 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, crawling 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.
- Ability to communicate effectively verbally and in writing.
- Performs routine mathematical computations accurately.
- Knowledgeable in the proper operation and maintenance of pumps, motors, electronic controls and related equipment.
- Experienced with plumbing installation and repairs
- Reads and interprets sewer and water construction plans and drawings.
- Accurately completes work orders in a timely manner.
- Ability 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.
- 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. 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