# JOB POSTING CITY OF GREENFIELD WASTEWATER TREATMENT DEPARTMENT

POSITION: Apprentice Pipefitter WORK SCHEDULE: 8:00 a.m.-4:00 p.m., M-F

JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: March 2000 STATUS: Full-time

DATE REVISED: January 2020 FLSA STATUS: Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **ESSENTIAL FUNCTIONS:**

Operates various tools and equipment.

Maintains cleanliness of department buildings.

Periodically assists other department personnel.

Assist with the inspection, installation, construction, and cleaning of sewer lines, manholes, and catch basins.

Performs various tests to locate leaking or damaged pipes.

Digs/fills holes and runs sewer line locator.

Assists in responding to complaints.

Periodically runs errands for department, retrieving equipment and parts as needed.

Periodically assists other department personnel with duties.

May assist at wastewater treatment plant as needed.

May serve on 24-hour call for emergencies.

#### **REQUIREMENTS:**

- 1. High school diploma or GED preferred;
- 2. Ability to learn how to make practical application of Department and OSHA safety policies and procedures.
- 3. Ability to perform basic plumbing and electrical repairs and properly operate a variety of hand and power tools, including wrenches, screw drivers, drills, jack hammer, air compressors, power saws, shovels, tap/die sets, rake, electrical meters,
- 4. Ability to operate various vehicles and heavy equipment including, but not limited to, front-end loader, backhoe, bobcat, dump truck, vac-truck, bush hog, push mower, and tractor:
- Working knowledge of universal health precautions and City's Bloodborne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection;
- 6. Ability to physically perform assigned duties, including hearing sounds/communication, close vision, standing/walking for long periods, climbing stairs, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching/kneeling, handling/grasping/fingering objects, depth perception, and periodically exerting continuous physical effort for long periods;
- 7. Ability to monitor and perform routine maintenance and inspections on department vehicles and equipment;

- 8. Ability to learn how to read and interpret instruments, gauges and dials, and ability to read sewer maps;
- 9. Ability to understand and follow written and oral instructions and work with others in a team environment;
- 10. Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
- 11. Ability to occasionally work extended, weekend and/or evening hours;
- 12. Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

! This position is identified as having occupational exposure to blood, chemicals, or other potentially infectious and/or hazardous materials.

# LICENSE/CERTIFICATION NEEDED:

Operator's license required with the ability to obtain a Commercial Driver's License (CDL) with required endorsements and a proven safe driving record.

### APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Apprentice Pipefitter for the Wastewater Treatment Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes No	
Applicant/Employee signature	Date
Print or Type Name	