

City of Ruidoso Downs

Water/Wastewater Maintenance Worker

Revised 07/21/2011

Reports To: Foreman

Definition: Under close supervision, performs a variety of semi-skilled and unskilled water/wastewater maintenance and construction work. Non-exempt FLSA.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks: Performs a variety of water/wastewater maintenance and construction tasks, such as connecting water and sewer pipe; placing valves; repairing leaks; running parts; operating tampers and jackhammers; making water taps; installing meters and meter cans; loading and hauling grit and construction materials; lifting and carrying tools and supplies; shoveling dirt; assisting backhoe operators by watching for hazards; cleaning sewer lines; and installing manholes. Cleans grounds, buildings and work areas.

Builds forms and pours concrete to repair driveway and sidewalk cuts; inspects sewers by stringing lines for specialized camera; assists with pump repairs; and makes and inspects new water taps. Assists in completing work orders. Occasionally transports or operates light equipment. May work in confined spaces. May respond to inquiries from citizens. Responsible for maintenance of assigned vehicle.

Performs other duties as needed or assigned.

Work Conditions: Outside, may work in adverse weather, irregular hours, weekends, holidays, on call.

Knowledge, Skills, and Other Characteristics:

- Knowledge of the policies, goals, and procedures of the City of Ruidoso Downs.
- Skill in utilizing construction tools such as shovels, tampers, jackhammers, wrenches, and pipe threaders.
- Skill in understanding and following regulations, guidelines, and procedures.
- Skill in communicating in person and in writing.
- Skill in establishing and maintaining routine working relationships with citizens, contractors, departmental staff, and employees in other departments.

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Physical Demands

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving or riding in vehicles and perform other duties as assigned.
- Occasional pushing, pulling, lifting and/or moving up to 50 pounds.
- Occasional squatting or bending required.
- Exposure to mechanical hazards, chemicals, noise, dust, and electrical hazards.
- Ability to work in confined spaces

Work Environment

- Possess ability to adapt to inclement weather conditions and/or situations.
- Ability to drive, occasionally long distances.
- May work a fairly irregular schedule, long hours, weekends, and holidays.
- Ability to perform duties and adapt to flexible work schedules as established by management.
- May be called when needed.
- Noise level could be moderate to loud in work environment.
- Ability to work in stressful environment and deal effectively with stress.

Travel Requirements

- Normal travel - ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Overnight travel as required.

EMPLOYEE DECLARATION

I have reviewed and understand the job functions of this position and state that I can perform these functions without accommodation: Yes No

Other Qualifications: Valid New Mexico Driver's License.

Signature and Date