

**REPORTS TO:** WATER/WW Superintendent    **DEPARTMENT:** Wastewater  
**CLASSIFICATION:** Full-time regular    **FLSA STATUS:** Non-exempt  
**DATE APPROVED:** *Replaces all prior revisions*



### **JOB SUMMARY:**

The City of Hampton is seeking a Wastewater Maintenance Technician to work in the Wastewater Department. This position requires the application of knowledge and skills to operate equipment and perform regular, recurring, and routine tasks for maintenance, repair, and installation of the wastewater distribution and collection system. Work involves maintaining sewer lines and lift stations, cutting and clearing trunk lines, assisting with inflow and infiltration systems, and responding to emergency calls.

### **POSITION CONTEXT:**

This position requires the employee to work a full-time work week with occasional late and on-call hours. This position requires collaborative, professional, solid problem-solving, and critical thinking ability. This position requires thorough and comprehensive capacity to develop, analyze, recommend, and implement policies and strategic plans for achieving wastewater maintenance goals. The position must be able to effectively communicate. The position must be able to prioritize multiple tasks while maintaining a high service level.

### **ESSENTIAL FUNCTIONS:**

- Operates and maintains equipment such as pumps, blowers, motors, and other equipment
- Detects improper operation of equipment and reports need for repair
- May collect samples and send to lab
- Performs assigned work to install and repair sewer lines, pumps, and lift stations
- Conducts required preventative maintenance work on assigned lift stations and equipment, sewer lines, and pumps
- Lays and aligns piping, accomplishes hookups, and tests installation according to established procedures
- Must be able to detect flaws in the operation of collections system equipment
- Ability to follow established protocols
- Responds to and participates in emergency and customer calls
- May operate City vehicles in the performance of duties
- Ability to perform process control calculation, safety rules, and departmental policies and procedures
- Ability to understand and follow oral and written instructions
- Performs other related duties as assigned
- Ability to follow guidelines, policies, procedures, EPD regulations, wastewater collection specifications, and other state and federal laws concerning wastewater collections systems. These guidelines are usually clear and specific, but sometimes require interpretation.

**OTHER JOB FUNCTIONS:**

- This is a progressive position that requires continued training and responsibilities will increase as the level of training and qualifications increase.
- Maintenance tech will be required to follow strict safety rules, national, state, and local codes, and specifications.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Demonstrates ability to work independently with minimal supervision while exercising good judgement, initiative, and critical thinking
- Requires the ability to evaluate, audit, and assess data using established criteria; includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives
- Requires the ability to operate equipment, machinery, tools, and/or materials used in performing essential functions
- Ability to work effectively as a team player, take the initiative and make constructive recommendations to improve overall departmental efficiency
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED, supplemented by 6 to 12 months of previous experience
- Valid Georgia driver's license
- Must possess and maintain a valid Georgia Commercial Driver's License (CDL)

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls to write reports, operate equipment; and talk or hear to listen, communicate with people, and gather information for reports.
- The employee is frequently required to stand and sit. Occasionally required to walk and/or run; reach with hands and arms; balance or climb; and stoop, kneel, crouch, or crawl while approaching hazardous locations.
- The incumbent must occasionally lift and/or move objects.
- Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must be available and present for work as scheduled; the incumbent must be available to work weekends, evenings and holidays when needed.

**STATEMENT OF OTHER DUTIES DISCLAIMER:**

*The preceding job description does not constitute an employment contract. It has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Incumbent will perform other duties as assigned by immediate supervisor.*