



CITY OF HALLETTSVILLE

POSITION: Water/Wastewater Laborer
DIVISION: Public Works
EMPLOYEE TYPE: Full-time, Hourly, Non-Exempt
PAY SCALE: \$16.76

GENERAL PURPOSE

Assist the Water/Wastewater Dept. with all operations of the City's water and wastewater system. Including water well sites, water distribution system, wastewater collection systems, and other duties.

ACCOUNTABILITY

This position will be under the direct supervision of the Water/Waste Water Supervisor and the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Check water wells daily, monitoring chlorine levels, and water pumpage.
- Checks and repairs water leaks.
- Check and unstops sewer blockages and makes repairs as needed.
- Operates and assists with the operation of the Vactor sewer truck on blockages.
- Subject to 24 hour call out.
- Maintain Equipment
- Read unread water meters and re-read water meters monthly.
- Cut water meters on and off as requested.
- Change out water meters and registers as needed.
- Make water connections as needed
- Make sewer connections as needed.
- Assist other departments as requested.
- Completes Service Orders in a timely manner.

MATERIALS AND EQUIPMENT USED

Utility Truck, backhoe, Vactor sewer cleaner, Dump truck, Loader, jackhammer
Hand tools (shovel, rake, cutters, drills, water pumps, chop saw, etc.)

SPECIAL REQUIREMENTS AND WORKING CONDITIONS

Primarily an outside position, ability to perform work in all weather conditions will be mandatory in both daily and emergency conditions.

PHYSICAL DEMANDS

Ability to perform strenuous work in adverse conditions; fingers, hands, and arms dexterity; able to operate all equipment; hand-eye coordination; good hearing and vision; ability to lift 50 pounds and over; ability to climb in, on, and about equipment and vehicles, as well as in and out of trenches;



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ability to sit, stoop, bend, stand, push, pull, squat, walk, carry, and twist associated with respective field operations.

REQUIRED QUALIFICATIONS

High School Diploma or GED

Water Operator License Class C or higher (capable of obtaining within 2 years)

Wastewater Collection License Class I or higher (capable of obtaining within 2 years)

DESIRED QUALIFICATIONS

Water Operator License Class C or higher

Wastewater Treatment License Class C or higher

CLOSING STATEMENT

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Selected applicants must be able to pass a background investigation, pre-employment physical, and drug screen. Any position that lists a minimum qualification for education level and/or license/certification will require the applicant to provide proof of documentation if selected for hire into the position with the City. The City of Hallettsville is an Equal Opportunity Employer.

Print Name: _____

Signature: _____

Date: _____