

POSITION DESCRIPTION

Position Title: WPC Laborer
Department: Public Works
Division: Water Pollution Control
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: June 21, 2022

GENERAL PURPOSE

Assist with the maintenance and repairs of wastewater treatment facilities and collection systems.

SUPERVISION RECEIVED

Works under the general supervision of the WPC Assistant Superintendent and the indirect supervision of the WPC Operator II or III. May receive general supervision from the WPC Superintendent.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Efficient performance of tasks requiring manual skills or knowledge acquired through on-the-job training or experience.
- Work is subject to inspection while in progress and upon completion, although at times employees may work with minimal supervision in the performance of routine duties.
- Assists semi-skilled and skilled tradesmen or maintenance personnel in the performance of their duties.
- Physically walks the grounds to monitor the performance of all equipment, gauges and charts in the treatment plant and pump stations; Records statistical data concerning plant operations; Notifies supervisor immediately of concerns or discrepancies.
- Assists with repairs of gauges, pumps, filters and other controls and equipment.
- Assists with calibration, modification or repairs of instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.
- Operates and maintains sewage pump stations; cleans wet wells and assists with operation of pumps and valves to control and adjust flow and treatment process.
- Operates a variety of cleaning and inspection equipment for collection system maintenance and plant buildings, piping, and equipment maintenance.
- Operate a variety of equipment including but not limited to lawn mower, weed eater, chainsaw and other equipment necessary to maintain plant grounds.
- Safely operate city equipment/vehicles that are not designated as commercial motor vehicles.
- Perform general laboring tasks assisting in the construction or maintenance of wastewater treatment and collections systems.
- Provide assistance with traffic control set-up and operations when necessary.
- May perform other duties as assigned.

PERIPHERAL DUTIES

- Assists with monitoring performance of the electrical systems, circuits or equipment of the treatment plant.
- May be required to enter confined spaces to perform functions of position.
- May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Be at least 18 years of age at time of hire.
- (B) Graduation from high school or GED equivalent.
- (C) Must possess a valid state driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (D) Be able to read, write, comprehend and speak the English language.

Necessary Knowledge, Skills, and Abilities:

- (A) Skill in operation of some of the listed tools and equipment.
- (B) Ability to work safely; Ability to communicate effectively both verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.
- (C) Ability to withstand prolonged exposure to variable weather conditions.
- (D) Ability to perform manual tasks involving physical strength and endurance under variable weather conditions ranging from extreme cold to extreme heat.
- (E) Ability to maintain physical condition in order to enter confined space areas.

SPECIAL REQUIREMENTS

- (A) Obtain certification in Confined Space Entry and Trenching/Excavating Safety within 12 months of employment.
- (B) Subject to immediate call outs during snow, storm or other emergencies.
- (C) Must comply with the City's established on-call response timeframes (40 minutes) within 90 days of hire date.

DESIRABLE QUALIFICATIONS

- (A) Six (6) months or more experience as a general laborer.
- (B) Previous experience with light to heavy equipment.
- (C) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of collection system cleaning, inspection, and safety procedures.

TOOLS AND EQUIPMENT

Motorized vehicles and equipment, generators, pumps, gauges, cleaning equipment, lawn care equipment to include weed eaters, lawnmower, chainsaw, etc., common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone and calculator.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet/humid conditions. The employee occasionally works at heights and in confined spaces, and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level of the environment is moderately loud.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date