

**Town of Middlebury
Wastewater Department
Position Description**

POSITION: Laborer

FLSA: Non-Exempt

REPORTS TO: Wastewater Superintendent

EFFECTIVE: May 6, 2013

SUPERVISES: N/A

STATUS: Full-time, hourly, Monday – Friday, 7:00 am – 3:30 pm., and as assigned evening and weekend on call duty, allowing for flexibility due to emergency situations, training commitments or other scheduled programs.

POSITION SUMMARY

The primary mission of all Wastewater Department employees is to provide the Town of Middlebury with the most efficient and effective services possible. All employees are expected to conduct themselves in a courteous and professional manner. The Laborer performs work under the supervision of the Wastewater Superintendent. The Laborer is an entry level position. Candidate must have the willingness to gain understanding and knowledge of the wastewater plant, lift stations, and the laboratory in order to work toward the Operator I status.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary duties for this position include, but are not limited to, the following responsibilities:

- Operate raking of manual bar screen in order to remove rags and debris;
- Perform general maintenance, housekeeping, pump repair, and related equipment upkeep;
- Perform needed tasks that involve physical labor such as confined space operations, tank cleaning, shoveling, washing clarifiers, and operating power equipment such as skid loaders, front loaders and dump trucks (non-CDL);
- Read meters, take samples, and keep accurate logs and records;
- Assist in the wastewater laboratory conducting sample preparation and analysis (B.O.D., suspended solids, D.O., pH, ammonia, phosphorus, etc.) and equipment cleaning;
- Assist in monitoring and inspecting lift stations for potential problems;
- Work overtime, respond to emergency situations, and be on 24 hour on call duty rotation;
- Assist other departments when needed for such duties as leaf pickup, water meter reading, etc.
- Perform other duties as assigned by the Superintendent.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required.
- Valid Class C vehicle driver's license required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must pass a Class I Wastewater Operators certification examination within the first two (2) years of employment (1 year experience, 2nd year passing examination for Class I). Failure to successfully obtain a Class I Operators certification within the two (2) year time period may result in discharge from employment.
- Basic understanding of general mathematical formulas and calculations is essential.
- Must be able to establish and maintain effective and cooperative relationships with superiors, fellow employees, and the general public.
- Must possess the ability to differentiate colors.
- Regular and punctual attendance.
- Must have the ability to effectively and cooperatively work with other Town departments, contractors, commercial entities and civic groups.
- Must comply with the Town of Middlebury Employee Handbook.

PHYSICAL ACTIVITY REQUIREMENTS

- Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, seeing/observing, hearing/listening, and repetitive motions on a regular and recurring basis.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and up to 15 pounds of force constantly to move objects.
- Lifting: must be able to lift objects up to 50 lbs.
- Must be able to work in cold and hot weather and adverse conditions.

DRUG TEST REQUIRED

The Town of Middlebury is a Drug Free Workplace. Therefore, a post offer, pre-employment drug and alcohol screen is required.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described.

EMPLOYEE _____

DATE _____

WASTEWATER
SUPERINTENDENT _____

DATE _____

TOWN MANAGER _____

DATE _____