

## JOB DESCRIPTION

### TITLE

Maintenance: Wastewater Technician

### POSITION TYPE

Non-exempt

### PRIMARY FUNCTION

Assists in the management of the water and wastewater and laboratory operations. Wastewater workers are differentiated on the basis of skills certification, license criteria, and demonstrated ability to perform specified skills of the Water/Wastewater Systems.

Additional duties include assisting with:

- the installation, maintenance, and repair of the heating, ventilation and air condition units associated air handling, chilled water distribution, and environmental control systems;
- planning, scheduling and coordination of maintenance services and minor construction for the division's buildings; manage the work request program for all school buildings and related facilities;
- the performance of general carpentry duties to include building walls, cabinets, countertops, etc.;
- the completion of assigned operational project completion;
- electrical, plumbing, heating and air conditioning repairs.

Employees in this classification are designated essential employees, and must report to work as scheduled under all weather conditions with frequent exposure to outdoor temperatures. Employees may be required to work overtime, holidays, weekends and standby duty. The work of this class requires frequent bending, stooping, reaching, walking, crawling in tight spaces and may involve lifting heavy items weighing up to 50 pounds.

### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. supplemented by vocational/technical training with at least 5-years' experience in the maintenance field, including two years' experience in planning and writing specifications and two years' experience in a supervisory position.
- To serve as an operator of a waterworks or wastewater works, it shall be necessary to hold a valid license issued by the board for a classification equal to or greater than the classification of the waterworks or wastewater works to be operated and in the appropriate category. Provisional licensure shall not authorize an individual to serve as the operator of a classified waterworks or waste waterworks facility.
- One year of practical plumbing, HVAC, and electrician experience as a licensed Virginia journeyman or above.
- Possess the ability to obtain a CDL License for the type of vehicles and equipment operated with in ninety (90) days of hire.
- Registered by the Commonwealth of Virginia as a Master HVACR Mechanic Possess Type I, II and Universal Refrigerant Handling Certification

### KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of proper wastewater works plumbing methods and techniques; of light and some heavy equipment operating principles, practices and procedures; and the hazards and safety precautions common to the Commonwealth of Virginia.
- Excellent customer service skills with desire to exceed customer expectations.
- Ability to work independently using analytical skills and attention to detail to complete tasks in a timely and accurate manner.
- Work as a part of a small team, always remaining flexible and ready to serve in the multiple capacities to support the overall operational performance of the school division.
- Working knowledge of computer applications for communications, material ordering, work order processing, and Energy Management Control System (EMCS) diagnostics.

- Thorough knowledge of EPA and OSHA regulations, HAZMAT standards and comprehensive understanding of occupational hazards and safety precautions.
- Ability to understand, explain and apply School Board Policies and Procedures.

## **REPORTS TO**

Director of Operations

## **PERFORMANCE RESPONSIBILITIES**

- Observes all Federal, State and County safety rules, regulations and procedures.
- Performs administrative tasks, such as, work orders, inventory, etc.
- Responds to customer inquiries and complaints, and resolves customer problems.
- Conducts preventive maintenance on treatment plant, wastewater pump or water booster station equipment under the supervision of the wastewater specialist.
- Reviews and adheres to Standard Operating Procedures for operating and maintenance procedures of treatment laboratory.
- Performs and reviews results of laboratory testing, sample types, and collection methods for compliance with established standards and guidelines.
- Conducts general housekeeping, buildings and ground maintenance, simple construction and installation projects – including plumbing and electrical work.
- Installs, maintains, diagnoses and repairs heating, ventilation and cooling units.
- Documents and secures an asset tag all purchased and installed equipment upon arrival with all appropriate information for proper record keeping and replacement.
- Contributes to the development of performance measurements. Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Performs other related duties as assigned.

## **TERMS OF EMPLOYMENT**

Twelve months a year. Salary according to School Board Pay Plan.

## **EVALUATION**

Performance of this job will be evaluated by the Supervisor of Operations in accordance with School Board Policy and administrative regulations.

## **APPROVED BY SUPERINTENDENT**

June 17, 2016

## **JOB DESCRIPTION PREPARED BY**

Director of Human Resources



The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

***The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.***