

**Job Status:** Non-Exempt; Full-time

**Reports to:** Water Superintendent

**Supervisory  
Responsibilities:** NONE

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**I. GENERAL FUNCTIONS**

Organize, and implement all aspects of maintaining City Water and Sewer Line Distribution systems. Report to Water Department Superintendent. Full-time, hourly position.

**II. ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Efficiently maintain City water distribution and its water distribution system (correctly maintaining and repairing water supply system, flushing out services, conducting quality tests on supply samples and taking appropriate corrective action as required, insuring backflow protection and maintaining backflow devices, reading and recording water meter readings, accurately maintaining all required records, etc.).
2. Effectively maintain daily operations of, and efficiently maintain the City Sewer Distribution System (visually inspecting main system lines weekly, effectively responding to citizen reported systemic problems, correctly maintaining and repairing system as necessary, accurately logging and maintaining system readings, “smoking” sewer lines to detect infiltrations, etc.).
3. Accurately keep all pertinent records (valve locations, stop box locations for every house and business, fire hydrant information for the Crete Fire Department, machinery and vehicle daily log maintenance, system maintenance and repair information, conducted test and system performance information, personal time cards, etc.).
4. Effectively assist other City Departments as needed (helping Parks and Recreation with watering duties and water system repairs and installations, helping Electrical Department with tree trimming/back hoeing/trenching duties, helping Street Department with dirt/concrete/snow removal and back hoeing/trenching duties, helping Wastewater Department with pumping sewer line duties during floods, helping Power Plant Department with special projects and regular duties, etc.).
5. Efficiently maintain departmental vehicles, machinery, equipment, grounds, and facilities (mowing and trimming, painting, general carpentering, plumbing and heating system repairing, changing oils and fluids, lubing, performing regularly scheduled maintenance procedures, repairing vehicle lights and systems, etc.).

6. Maintain professional growth strategies for self (attending selected classes to complete 15 hour of credit in a given three-year period to renew Water Operator's Certificate).
7. Actively participate in all work duties/responsibilities.
8. Effectively respond to other assignments from the Water Department Superintendent and Public Works Director.

### **III. OTHER NON-ESSENTIAL DUTIES**

1. Other duties as assigned.

### **IV. DESIRED KNOWLEDGE, SKILLS, ABILITIES**

1. Basic understanding of modern Water/Sewer Distribution System regulations, principles, practices, and procedures.
2. Ability to effectively work with people of all ages and backgrounds
3. Ability to accurately make decisions from conducting tests and processing test results
4. Ability to work in environments that contain harmful fumes and gases.
5. Knowledge of, skill in, and ability to operate hand tools and power tools.
6. Knowledge of, skill in, and ability in operating/maintaining large vehicles, machinery, and equipment.
7. Ability to communicate effectively in diverse situations.
8. Ability to work outdoors in all types of weather conditions.
9. Ability to effectively read, write, and speak English.

### **V. DESIRABLE TRAINING AND EXPERIENCE**

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions, and who hold a valid Water Supply Operator's Certificate with the State of Nebraska.

### **VI. MINIMUM QUALIFICATIONS**

1. Must have high school diploma or GED.
2. Possess a valid driver's license.
3. Must be at least 18 years of age.
4. Must be able to legally work in the U.S.
5. Must reside within 20 minutes of Crete, NE
6. Must obtain State of Nebraska Water Operator's Grade 1V and Backflow Grade VI Licenses within 24 months of employment. Failure to do so will result in termination of employment.

### **VII. WORKING CONDITIONS & PHYSICAL EFFORT**

Heavy work classification (as described by ADA) for the duties and responsibilities associated with this position.

### **VIII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



**ESSENTIAL FUNCTIONS**  
**(included but not limited to)**

With or without reasonable accommodation this person must have the ability to successfully accomplish the following:

1. Operate and employ such devices or procedural changes necessary to render services to, and accommodate persons with disabilities.
2. Provide courteous, impartial and tactful service to all patrons.
3. Communicate with persons of various educational levels and communication abilities.
4. Maintain confidentiality of information defined as sensitive or confidential in policy.
5. Ability to work with people of all ages and backgrounds as needed.
6. Identify unsafe environmental, equipment and structural conditions and initiate appropriate response to provide for the safety of patrons and staff.
7. Identify procedures needed to insure safe and effective delivery of services to the public by employees.
8. Safely operate a motor vehicle in all environmental and lighting conditions.
9. Perform accurate, timely, mathematical calculations based on independent data and direct plant observation, and present such calculations in verbal, written or pictorial format as required.
10. Independently utilize reference and technical materials (in various formats) to resolve operational, maintenance and repair problems.
11. Accurately interpret and analyze drawings, sketches, plans and textual instruction to implement equipment operation and repair problems.
12. Maintain legible, orderly and accessible records generated by assigned activities.

13. Safely operate such hand or power tools necessary to affect cleaning and maintenance of shop, grounds and equipment.
14. Safely conduct interior and exterior activities using ladders, exposed stairs and scaffolding. Safely conduct such activities in areas of limited space, or areas to which access may entail climbing, crawling, kneeling, stooping, lying on the ground, or other physical exertion for protracted periods of time. Safely conduct such activities in areas of extreme temperature and/or humidity, in the presence of various fumes, odors, or airborne particulate, and in areas of variable or extreme lighting, noise and vibration. Safely work below grade in said conditions. Lift and move heavy objects and tools under such conditions. Safely utilize auxiliary lighting devices, tools and test equipment in areas under conditions mentioned herein.
15. Directly adhere to procedures for the routine maintenance of facilities, grounds and equipment adhering to budget and management directive.
16. Safely negotiate various topographies in all weather conditions. Safely negotiate surfaces of various grade, repair, finish and texture, under extremes of lighting and environment.
17. Utilize such protective clothing, equipment, and procedures as required by Federal, State, or City regulations, or as required by insurance carriers for the City of Crete.
18. Ability to communicate fluently, orally and in writing, in English.
19. Other functions that may be assigned at the discretion of management.

### **Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

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Employee Signature

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Date

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Supervisor Signature

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Date