

Position: Water & Sewer Laborer
FLSA Status: Full-Time, Non-Exempt
Locations: City of Glenpool
Hours: Monday through Friday; 0800 - 1700
Rate: \$10.50 per hour

POSITION SUMMARY:

Under the general supervision of the Water & Sewer Superintendent, performs routine semi-skilled maintenance and repair work on water mains, sewer lines, service connections, storm sewers and pumping stations in connection with the maintenance and repair of a water and sewer system.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF JOB DUTIES:

The essential functions include, but are not limited to the following duties. Those tasks are that are listed under the examples of work are not all inclusive; they are examples only and may be amended or added to as needed by the City.

Example of work performed include, but are not limited to, the following tasks. These tasks may be amended or other tasks may be assigned as necessary:

- Assists in the installation, repair and maintenance of water mains, hydrants and gate valves;
- Flushes water mains, hydrants and sewers;
- Repairs and tests motors;
- Assists in the operation of a pumping station or water treatment plant equipment;
- Taps and inspects new service connections;
- Investigates consumer complaints;
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation;
- Performs custodial duties at the pump stations & water treatment plant;
- Assists in the cleaning, testing, installation and repair of water meters;
- May be assigned to read meters as necessary;
- Digs ditches and holes;
- Inspects manholes to determine condition and locate stoppages;
- Services, adjusts and makes minor repairs to equipment, machines and attachments.
- Assist with other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain effective working relationships with employees, other divisions, and the public.
- Ability to work collaboratively in a self-managed team environment.
- Ability to communicate effectively both orally and in writing.
- Ability to follow oral and written instructions.
- Knowledge of light, medium, and heavy equipment operating principle, practices, and procedures.
- Skilled in the operation of a variety of light, medium and heavy equipment under varying conditions.
- Ability to understand and follow oral and written instructions.
- Knowledge of minor equipment maintenance and repair functions.
- Working knowledge of the hazards and safety precautions common to mechanized equipment operation.
- Knowledgeable in the use of computer systems.
- Ability to work alone and make decisions.
- Must have the ability to act effectively in emergency and stressful situations.
- Ability to adhere to all City and departmental safety policies and procedures.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent
- Must have or the ability to obtain a valid Oklahoma Driver's License
- Must have or the ability to obtain ODEQ Water Licenses

PHYSICAL DEMANDS

- Often required to work non-traditional working hours which include, weekends, holiday, and nights.
- Physically demanding work environment.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, run, talk and hear.
- The employee is occasionally required to use hands to finger, handle or operate objects, controls, or tools. Ability to climb and pull own weight in and out of equipment.
- Must be able to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must occasionally lift and/or move more than 50 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 employee occasionally works near moving mechanical parts; in high, precarious places, and with flammables and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemical.
- Work is performed primarily in vehicles, and outdoor settings, in all weather conditions including extreme temperature extremes.
- Periodic exposure to stressful situations.
- The noise level in the work environment is usually moderate to loud.
- Occasional on-call working hours, including evenings and weekends.

The physical demands and work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Accommodations will be examined on a case-by-case basis.

APPLICATION PROCEDURE:

Interested, qualified Applicants should submit completed applications to Debbie Pengelly, HR Director. (Resumes accepted only with completed, corresponding application.)

Application available: http://www.glenpoolonline.com/pdfs/employment_app.pdf

Email: dpengelly@cityofglenpool.com

Fax: (918)209-4641

Mail: City of Glenpool - HR Director
12205 S. Yukon Ave.
Glenpool, OK 74033

The successful candidate must pass a pre-employment/post-offer drug screen and background check

The City of Glenpool is an Equal Opportunity Employer.