

## Job Description for Water and Sewer Laborer

**Employment Status:** Full-Time

**Experience Required:** None

**Minimum Education Requirements:** High school diploma/GED

- Must have a willingness to work towards and obtain both Illinois water and waste water operators licenses.

**Direct Supervisor:** Water and Sewer Operator

**Primary Work Location:** Outdoors

**Physical requirements:** Will often be on call and required to work non-traditional working hours which include weekends, holidays, and nights. 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. 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.

**Certification:** Possession of a valid driver's license

**Job Summary:** The Water and Sewer Laborer performs a variety of skilled and semi-skilled duties required to operate, maintain and repair the facilities of the water distribution and wastewater collection system.

**Essential Job Functions:** An employee in this position may be called upon to do any or all of the following essential duties:

- Assist in the installation, repair, and maintenance of water mains, hydrants and gate valves.
- Flush water mains, hydrants and sewers.
- Repair and test motors.
- Assist in the operation of a pumping station or water treatment plant equipment.
- Tap and inspect new service connections.
- Investigate consumer complaints.
- Respond to complaints regarding water leaks and pressure loss or no water, and evaluate situation.
- Perform custodial duties at the pump stations & water treatment plant.
- Assist in the cleaning, testing, installation, and repair of water meters.
- Read meters.
- Dig ditches and holes.
- Inspect manholes to determine condition and locate stoppages.
- Service, adjust, and make minor repairs to equipment, machines and attachments.
- Perform related tasks as required.

### Knowledge

- Light, medium, and heavy equipment operating principle, practices, and procedures.
- Minor equipment maintenance and repair functions.
- Hazards and safety precautions common to mechanized equipment operation.

**Skills**

- Handle stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively, both orally and in writing.

**Abilities**

- Establish and maintain highly effective working relationships with other employees and the public.
- Work alone and make decisions with little to no supervision.
- Act effectively in emergency and stressful situations.
- Adhere to all OSHA, IEPA and departmental safety policies and procedures.