

POSITION DESCRIPTION

Title	Wastewater Laborer	Type	Non-Management
Department	Public Works – Wastewater	Union	Teamsters Local 773
Date	February 2024	Location	50

General Purpose

In this position, a variety of non-skilled and skilled work will be performed in the operation, maintenance, and repair of all the equipment and facilities of the Wastewater Systems including wastewater treatment plant, pump stations, collection system, buildings and grounds, vehicles, and equipment throughout the Borough. Assisting in the performance of a variety of laboratory tests relative to the wastewater treatment process and state and federal health and environmental requirements.

Reporting Structure

Reports directly to the Wastewater Plant Director and will work under the general supervision of the Director of Public Works and the Borough Manager.

Essential Duties and Responsibilities

1. Assist in Monitoring and maintaining pumps and equipment at the Wastewater Treatment Plant, pump stations, collection, and distribution systems.
2. Assist in the performance of preventative maintenance on equipment at the Wastewater Treatment Plant, pump stations and report any problems.
3. Assist in daily sampling at the Treatment Plant and testing for plant process control.
4. Operate small power equipment such as, but not limited to, lawn movers, grass trimmers and chain saws.
5. Perform routine maintenance on equipment, machinery, and vehicles.
6. Assist with repair and/or replacement of equipment at any of the Treatment Plant facilities.
7. Perform all other duties as assigned by the Public Works Director, Wastewater Plant Director.
8. Operates a variety of construction and maintenance equipment, which may be required to be used in the performance of duties.
9. Assist in the performance of calibration and operation of instrumentation.
10. Assist in the performance of sampling and daily testing of waste water required by permit

Required Minimum Qualifications and Certifications

1. High School Diploma or equivalent required
2. Possess a valid Pennsylvania Driver's License (Class C)
3. Two (2) years' experience working with or maintenance of utility or waste water systems or related construction fields.
4. Possess the ability to obtain PA DEP Class C, Subclassifications 1, 2 and 4 Wastewater Operators license and a within 60 months (5 years).

Preferred Knowledge, Skills, and Abilities

1. Two (2) years' experience of Wastewater treatment or distribution systems.
2. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
3. Knowledge of equipment, facilities, materials, procedures, and methodology for maintenance of Wastewater Treatment and distribution systems and public infrastructure
4. Knowledge of and working with various computer software applications to include Microsoft Office software, Internet Explorer, email management, and telecommunications.
5. Mechanical knowledge of various tools, medium and heavy equipment, machinery, and vehicles

Physical Demands

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

- individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
 3. The employee frequently is required to stand and talk or hear.
 4. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
 5. The employee will be required to and must frequently lift and/or move up to 80 pounds and occasionally lift and/or move objects greater than this with help.
 6. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Schedule and Environment

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee on a daily basis will be working outside for extended periods of time up to and including an entire work period. This includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.
3. Will be required from time to time to work nights and weekends.
4. The employee routinely works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and equipment vibrations.
5. The employee will occasionally work at a high elevation.
6. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
7. The potential for the risk of electrical shock may also be evident.
8. The noise level in the work environment is usually loud in field settings, and can moderately quiet in office settings.
9. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.

Pre-Employment Conditions

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Background and prior employment verification will be performed on the applicant selected for this position.

The job description does not constitute an employment agreement between East Stroudsburg Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

East Stroudsburg Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, East Stroudsburg Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by the Borough Council or the Borough Manager. This position is an at-will Non-exempt position.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date