

# CABOT WATERWORKS

## Job Description

**JOB TITLE:** Crewman

**DEPARTMENT:** Water and/or Wastewater

**SUMMARY:**

Responsible for the water distribution and wastewater collection system, to include the use of all hand tools such as drills, generators, portable lift pumps and related equipment. This is a safety sensitive position.

**QUALIFICATIONS:**

Must have a Valid Arkansas driver's license.

High School diploma or equivalent.

Must be able to acquire water distribution or wastewater license within 1-2 years.

Perform physical demands of the job, lifting up to 100 lbs

**ESSENTIAL JOB FUNCTIONS:**

- Perform skilled work on the maintenance of the collection system; to include the use of all hand tools such as drills, generators, and portable lift pumps and related equipment.
- Accept "On-Call" duties during nights, weekends and/or Holidays.
- Perform all duties as assigned.
- Ensure all utility equipment is in good operating condition and appearance.
- Provide information concerning areas in the water distribution and wastewater collection system in need of attention.
- Perform construction inspections of new water and/or sewer pipeline installations, verify compliance with plans and specifications.
- Clean, repair, inspect and maintain wastewater collection system to include the use of all hand and power tools such as shovels, drills, generators, portable pumps, high pressure sewer jet, compressors and related equipment.
- Perform sewer inspections with camera equipment.
- Construct, raise and rebuild concrete manholes.
- Perform maintenance on all lift stations and grinder pumps.
- Operates various pieces of equipment, such as hydraulic/air power equipment, pipe cutting equipment, and hand tools related to the wastewater system.
- Provide information concerning areas in the collection system in need of attention.
- Assist with any emergency, which may occur on or off duty pertaining to equipment or personnel regarding water or sewer service leaks or breaks.
- Ability to perform work from verbal and written instructions.
- Maintenance work will require driving a utility vehicle at various locations such as the maintenance facility and water tank locations.
- Ability to drive a vehicle safely and with good judgment.
- Work in all environmental conditions; such as rain, sleet, snow, hot or cold weather
- General knowledge of work related to the duties and responsibilities.
- All other duties as assigned.

**COMPETENCIES:**

1. Leadership – Use interpersonal styles to inspire and guide employees toward achieving their goals. Recognize a job well done to encourage employee empowerment. Exhibit a winning attitude and accept constructive criticism. Walk the talk.
2. Initiative – Self-starter rather than accepting passively. Set goals and take action to achieve them beyond what is required. Be proactive.
3. Problem Solving – Identify problems and develop an effective means to resolve them. Help settle issues.
4. Professional knowledge – Achieve a satisfactory level of professional skills/knowledge in job-related area. Stay on top of current processes to improve. Value others and their willingness to gain additional knowledge.
5. Accountability – Holds self and other accountable for delivering quality results. Convey a sense of urgency about addressing problems and being corrected in a timely manner. Makes timely decisions and accepts responsibility.
6. Ethics and Integrity – Consistently follow policies and procedures. Build trust and treat everyone consistently and fairly. Encourage open communication. Take action based on the best interest of the company.
7. Teamwork – Cooperate with others and set aside personal interests to focus on team goals. Listen to employees on their point of view. Willing to work with employees to achieve goals.

8. Vision and Strategy – Create and deliver a vision of the future to improve the company's performance. Communicate the vision and strategy.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and raw sewage. The employee will be required to receive all appropriate vaccinations. The noise level in the work environment is usually moderate.