

Gadsden Independent School District Job Description

Job Title: Wastewater and Water Technician
Department: Physical Plant Department
Reports To: Director for Physical Plant Department
Work Days: 260
Salary Schedule: 6B
Funding: Operational
FLSA: Non-Exempt
Prepared By: Alfredo Holguin, Director for Physical Plant Department/Input Coordinator for PPO
Prepared Date: October 19, 2015
Approved By: Barbara A. Browder, Associate Superintendent for Human Resources
Approved Date: October 23, 2015

SUMMARY

To maintain and repair all water and waste water systems, including collection of all monitoring data for state and federal discharge plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains all district sewage plants as follows:

- Performs preventive and corrective maintenance as per federal, state, local, or other regulatory agencies.
- Communicates with regulatory agencies to ensure compliance with codes and procedures.
- Accurately records and archives necessary required monitoring data.
- Attends all mandatory training courses for annual re-certification as a Sewage Treatment Operator

Maintains all district water wells as follows:

- Performs preventive and corrective maintenance as per federal, state, local, or other regulatory agencies.
- Communicates with regulatory agencies to ensure compliance with codes and procedures.
- Accurately records and archives necessary required monitoring data.

Establishes safety procedures while working on various chlorination projects throughout the district (water, wells, swimming pools, and sewer plants).

Performs plumbing repairs.

Works cooperatively and maintains professional relationships with employees and other professional growth activities.

Wears only uniforms, provided by the district.

Accurately records and archives necessary test results and logs.

Communicates with regulatory agencies to ensure compliance with codes and procedures.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Wastewater and Water Technician

Job Description

Page 2

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED)
- One year certificate from college or technical school
- Three to six months related experience and/or training
- Or equivalent combination of education and experience
- Must possess a valid Driver's License

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License
- Water Systems Operator Certification Level II
- Wastewater Operator Certification-Level III

PHYSICAL/MENTAL 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 stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 pounds.

Maintains emotional control under stress.

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 frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

Wastewater and Water Technician

Job Description

Page 3

EVALUATION: Annually by Coordinator for Physical Plant Department

A COPY OF THIS JOB DESCRIPTION HAS BEEN RECEIVED BY:

Signature of Employee

Date

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Inquiries concerning the application of Title VI, VII, IX and Section 504 may be referred to the District compliance officer, Carolyn Lindau, Executive Director of Compliance and Special Instructional Programs at 575-882-6232.