

JOB DESCRIPTION

JOB TITLE: Service & Maintenance Apprentice

Revised: October 2023

Department : Water Department

O.T. Status: as needed

Reports To: Water & Sewer Working Foreman

Subject to Drug Testing: yes

Positions Supervised: none

The intent of this description is to provide a representative summary of the essential duties and responsibilities performed by employees on this job. Employees may be required or assigned other related activities, projects, or tasks other than those specifically presented in this description. The qualifications are representative of the knowledge, skill and/or ability needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL SUMMARY

Under the direction of the Water & Sewer Working Foreman, responsible for the proper installation, operation and maintenance of the water system and sewage system for Greendale Utilities. Also all related water and sewer facilities and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Water & Sewer Department in general construction and maintenance of the water and sewage system of Greendale Utilities.
- Ensures work performed in accordance with Water Utility Construction Standards used by Greendale Utilities and OSHA work rules.
- Prepares reports related to vehicles and construction equipment ensuring all are operating safely and are in good repair.
- Attends seminars and continuing education classes to enhance technical and safety skills.
- Learn to operate required machinery and tools involved with water and sewer.
- Learn to operate the water distribution, treatment, and the wastewater collective systems.
- The employee must wear safety items associated with work responsibilities.
- Perform all other duties as required.

QUALIFICATIONS

KNOWLEDGE AND ABILITIES

High school education or equivalent required. Strong verbal communications skills necessary in order to deal with a wide range of personalities both inside and outside the organization. Able to

make informed immediate decisions in emergency situations. A valid Indiana driver's license is required. A class B CDL license will be required within the first year.

PHYSICAL REQUIREMENTS

The physical activity expected is balancing, stooping, crawling, climbing, kneeling, reaching, standing, pushing, pulling, lifting, talking, and repetitive motions.
Must be physically, mentally and psychologically able to perform all of the required duties.
Position requires physical strength, finger and limb dexterity, and mobility.
Must be able to lift weights of up to 90 pounds.

WORKING CONDITIONS

The minimum working conditions require the employee to work both inside and outside, exposed to noise and adverse atmospheric and environmental conditions.

EXPERIENCE

Entry level position.

PROGRESSION SCHEDULE

Service & Maintenance Apprentice – Months 1-12 of employment

Service & Maintenance Person “B” – Months 12-36 of employment

Service & Maintenance Person “A” – Months 36 and beyond plus certification

Progression from Service & Maintenance Person “B” to Service & Maintenance Person “A” requires the passing of the State of Indiana Water Works Operator Certification WT3 and the DSM within 3 years of being hired as a Service & Maintenance Apprentice or transferring into the job classification along with a positive job performance evaluation.

Failure to pass the State required exams/certifications within 3 years of hire or transfer into the Water department may result in termination.

Employee *signature*

Date

City Manager *signature*

Date