

# JOB DESCRIPTION

## UTILITY PERSON IV



<b>Employee Name</b>				
<b>Department</b>	<b>WWTP</b>	Full-Time	Non-Exempt	Union

### SUMMARY

- Under the general supervision of the Shift Operators, this position performs a variety of work with the wastewater treatment facility and water production facility to ensure the water meets the appropriate standards. This position also maintains the grounds for the City of Saline.

### EDUCATIONAL REQUIREMENTS

- High School Diploma or G.E.D.

### EXPERIENCE REQUIREMENTS

- At least 2 Years of experience with the maintenance of mechanical equipment
- At least 3 years of experience in a wastewater treatment facility or 6 months experience as Utility person III with the City of Saline’s Pollution Control Facility

### ADDITIONAL REQUIREMENTS

#### TRAINING

- Michigan DNR training courses

#### LICENSE OR CERTIFICATION

- No additional license or certification

#### DRIVING

- Valid Driver’s License

### KNOWLEDGE

KNOWLEDGE	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Knowledge of relevant equipment, policies, procedures, and strategies	<input checked="" type="checkbox"/>	
Knowledge of machines, tools, including their designs, use, repair, and maintenance	<input checked="" type="checkbox"/>	
Knowledge of principles and processes for providing customer and personal services		<input checked="" type="checkbox"/>
Knowledge of the practical application of engineering science and technology		<input checked="" type="checkbox"/>
Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications		<input checked="" type="checkbox"/>

### REQUIRED ABILITIES [*Innate proficiencies*]

ABILITY	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Act independently	<input checked="" type="checkbox"/>	
Analyze situations	<input checked="" type="checkbox"/>	

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Attend to details	<input checked="" type="checkbox"/>	
Communicate verbally	<input checked="" type="checkbox"/>	
Concentrate	<input checked="" type="checkbox"/>	
Identify problems	<input checked="" type="checkbox"/>	
Initiate	<input checked="" type="checkbox"/>	
Think creatively	<input checked="" type="checkbox"/>	
Communicate in writing		<input checked="" type="checkbox"/>
Manage pressure		<input checked="" type="checkbox"/>
Multi-task		<input checked="" type="checkbox"/>
Organize		<input checked="" type="checkbox"/>
Problem solve		<input checked="" type="checkbox"/>

### REQUIRED SKILLS *[Learned proficiencies]*

SKILL	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Actively listen to fully understand circumstances	<input checked="" type="checkbox"/>	
Collaborate with others to maximize innovation and effectiveness	<input checked="" type="checkbox"/>	
Focus on details to reduce errors and increase efficiency	<input checked="" type="checkbox"/>	
Manage time effectively to ensure all work is completed timely and effectively	<input checked="" type="checkbox"/>	
Organize work to maximize productivity	<input checked="" type="checkbox"/>	
Communicate ideas, thoughts, knowledge and information to foster clarity and engage others		<input checked="" type="checkbox"/>
Plan work projects to ensure efficiency		<input checked="" type="checkbox"/>

### SUPERVISORY RESPONSIBILITIES

- NONE

### REPORTS TO

- SHIFT OPERATORS

### ESSENTIAL JOB FUNCTIONS

*[The fundamental job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job]*

- Perform all maintenance and repair of equipment at the Pollution Control Facility and the Water Production Facility
- Perform preventative maintenance and all equipment
- Collect wastewater and water samples
- Perform laboratory analysis required by the City of Saline and record the data
- Maintain the grounds in the City of Saline

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- Add chemicals to the water system and record daily operational data for the Water Monthly Reports
- Regular and routine onsite attendance

### SUPPLEMENTAL FUNCTIONS

[These are job duties the individual must be able to perform, with or without accommodation; removal of these functions would NOT fundamentally change the job]

- All other duties as assigned

### PHYSICAL DEMANDS

**CONSTANT = HOURLY**

**FREQUENT = DAILY**

**OCCASIONAL = WEEKLY**

**RARELY = MONTHLY**

	CONSTANTLY	FREQUENTLY	OCCASIONALLY	RARELY
Lifting		<input checked="" type="checkbox"/>		
Carrying		<input checked="" type="checkbox"/>		
Pushing		<input checked="" type="checkbox"/>		
Pulling		<input checked="" type="checkbox"/>		
Sitting		<input checked="" type="checkbox"/>		
Standing		<input checked="" type="checkbox"/>		
Walking		<input checked="" type="checkbox"/>		
Ascending/Descending Stairs or Ladders		<input checked="" type="checkbox"/>		
Grasping/Finger Manipulation		<input checked="" type="checkbox"/>		
Reaching		<input checked="" type="checkbox"/>		
Bending		<input checked="" type="checkbox"/>		
Kneeling		<input checked="" type="checkbox"/>		
Crouching		<input checked="" type="checkbox"/>		
Traversing Rough or Uneven Terrain		<input checked="" type="checkbox"/>		
Discerning Colors		<input checked="" type="checkbox"/>		
Visual acuity		<input checked="" type="checkbox"/>		
Crawling			<input checked="" type="checkbox"/>	

### WORK ENVIRONMENT

**CONSTANT = HOURLY**

**FREQUENT = DAILY**

**OCCASIONAL = WEEKLY**

**RARELY = MONTHLY**

	CONSTANTLY	FREQUENTLY	OCCASIONALLY	RARELY
Outdoor environments	<input checked="" type="checkbox"/>			
Indoor environments	<input checked="" type="checkbox"/>			
Work in hot, cold, wet surroundings	<input checked="" type="checkbox"/>			
Work with or near chemicals		<input checked="" type="checkbox"/>		
Confined workspaces (shafts, crawl spaces, etc.)		<input checked="" type="checkbox"/>		
Exposed to electrical hazards		<input checked="" type="checkbox"/>		

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Exposed to mechanical hazards		<input checked="" type="checkbox"/>		
Potential exposure – communicable disease		<input checked="" type="checkbox"/>		
Exposed to chemicals/fumes		<input checked="" type="checkbox"/>		
High, precarious places			<input checked="" type="checkbox"/>	
Exposed to continual, multiple distractions			<input checked="" type="checkbox"/>	
Ability to position oneself to work under or on top of objects			<input checked="" type="checkbox"/>	

### EQUIPMENT

*CONSTANT = HOURLY*

*FREQUENT = DAILY*

*OCCASIONAL = WEEKLY*

*RARELY = MONTHLY*

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Phones		<input checked="" type="checkbox"/>		
Computer/Laptop		<input checked="" type="checkbox"/>		
Hand Tools		<input checked="" type="checkbox"/>		
Copiers/Printers			<input checked="" type="checkbox"/>	
Monitors			<input checked="" type="checkbox"/>	
Communication Systems			<input checked="" type="checkbox"/>	

### SOFTWARE

*CONSTANT = HOURLY*

*FREQUENT = DAILY*

*OCCASIONAL = WEEKLY*

*RARELY = MONTHLY*

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Spreadsheet software			<input checked="" type="checkbox"/>	

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### Disclaimer

*This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principle duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment; therefore, the company may exercise its employment-at-will rights at any time.*

I have received and understand the position description.

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Employee Signature

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Date

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Employee Printed Name