

Town of New Windsor Job Description

Job Title: Utility Maintenance Assistant
Reports to: Public Works Director

Department: Public Works
Exempt Status: Non-Exempt

Job Summary:

Under general supervision, perform both routine and skilled heavy, physical work in maintenance, repair and installation of water distribution and wastewater collection system and related structures. The operation of various construction equipment and vehicles. Participate in on-call schedule to perform 24 hour stand-by duties as required for operations, maintenance and safety of facilities. Applicants are encouraged to obtain a Maryland Water Treatment Operation Certification Class 1 certification/license. Assists with emergency snow removal duties. Takes direction from Director of Public Works.

Education and Experience:

- 3-5-years maintenance and equipment operations experience.
- 3-5 years plumbing and public water/sewer system operations preferred.
- 2-years plowing experience with pick up and small dump truck.
- General knowledge of road and sidewalk maintenance and repair.
- General knowledge and understanding of equipment maintenance.
- Leadership skills.
- Ability to work independently and with other Public Works and office staff.

Duties/Responsibilities:

Essential Water/Sewer Job Duties:

- Understanding and knowledge of water, sewer, roads, and utilities infrastructure.
- Plumbing background and familiarity with water/sewer systems preferred.
- Perform quarterly water meter readings as needed.
- Understanding and ability to efficiently use the SCADA system for water and sewer system and facilities.
- Understanding and ability to efficiently use the Sensus platform, data collection, and operation of smart meters/Iperl water meter reading software and equipment.
- Work with Water/Sewer Billing Clerk to resolve meter reading irregularities and problems.
- Installation of water meters, curb boxes and MXU radio reads.
- Assist in equipment replacement and suggest upgrades, repair options and needed equipment.
- Order supplies/materials for water & sewer facilities, emergency water main breaks, sewer breaks/backups and other emergencies. Ability to order and estimate supplies and materials for stock while understanding budget guidelines.
- Assist, communicate and coordinate with contractors pertaining to water & sewer facilities.
- In cooperation with the Town Manager and Public Works Director, perform semi-final and final inspection of newly constructed water, sewer and storm drain utilities for good workmanship, code and design compliance and acceptance by Town.
- Work directly with Maryland Environmental Service (MES).
- Perform maintenance of Town infrastructure and water/sewer facilities.
- Plow snow, shovel sidewalks, spread salt and all other related snow removal duties.
- Report to work outside normal work hours for water/sewer emergency operations.

- Communicate with Director, Supervisor, Town Manager, Mayor and Council Members as needed on matters related to water/sewer issues and critical infrastructure problems. Mitigate and explore options for temporary and long-term solutions as well as participating in planning for proactive measures.
- Communicate daily with the Public Works Director.
- Ability to solve problems and take control of situations while working independently without direction.
- Help maintain a clean safe work environment.
- Demonstrate initiative and willingness to learn, leadership skills and maintain a positive outlook.
- Recommend maintenance or repairs to Town property, equipment, or infrastructure.
- Provide proper information and referrals in response to citizen inquiries.
- Perform other specific duties as assigned by Public Works Director.

Essential Public Works Job Duties as Needed:

- Perform maintenance of Town roads, storm drains, shoveling/spreading blacktop, stone and other materials.
- Operate trucks, front end loader tractor, mini-excavator, light equipment, commercial mowers, weed eaters, chain saws, snow blower and power tools.
- Assist in maintaining equipment, tools, maintenance buildings and other maintenance facilities.
- Report to work outside normal work hours for snow removal operations.
- Communicate with all Town staff, members of the public, and elected officials on matters related to job duties and Town business.

Physical Requirements and Work Environment:

Able to bend and lift up to 51 pounds repeatedly, able to stand, sit, and drive for extended periods, able to shovel materials for an extended period, able to walk over uneven terrain for extended distances, able to work in all outdoor weather conditions of heat, cold and precipitation.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, with proper notification and the Town of New Windsor has the same right.

Employee Signature

Date