



JOB DESCRIPTION

COMPANY: Newport Utilities

DATE CREATED: 04/03/2024

JOB TITLE: Wastewater Maintenance Technician

GRADE LEVEL 9 **Exempt** _____ **Non-Exempt** X

REPORTS TO: Wastewater Maintenance Foreman

PURPOSE OF THE JOB:

The Wastewater Maintenance Technician maintains all collection system pump stations and wastewater treatment plant in good working order.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Responsible for compliance and enforcement of all applicable safety, security, and environmental rules and regulations and company policies and procedures.
- Comply with all applicable Tennessee Department of Environment & Conservation (TDEC) rules and regulations related to a collections system.
- Perform routine maintenance on machinery (e.g. replace worn parts or entire units, change hydraulic fluid and oil, change filters, and tune up outdoor power equipment).
- Check pump stations (e.g. gauges and wet well levels).
- Make necessary repairs to equipment (e.g. align belts and replace or repair motors and pumps).
- Inventory and order all needed parts and equipment.
- Check pump stations as required for proper operation and maintain as needed (e.g. - prime pumps, help change pumps and motors and clean wet wells).
- Maintain a record system of repairs to pump stations.
- Perform light plumbing maintenance to include soldering copper tubes for water lines, and compressed air lines.
- Install and maintain E-One low pressure pumps.
- Locate sewer lines for TN One Call locate requests.
- Work on standby rotation and maintain on-call status as required for water and wastewater departments.
- Work overtime on short notice (e.g. emergency events or personnel absences)
- Regular and reliable attendance



MARGINAL JOB DUTIES & RESPONSIBILITIES:

- Inspect work performed by contractor crews for the installation of new lines.
- Retrieve samples from industrial sites.
- Pickup supplies from Operations Center.
- Assist operators in performance of various duties (e.g. clean polymer feeders and routine facility cleanup.
- Assist Collection Crew with repairs (e.g. flagging traffic, operating vacuum truck, etc.)
- Haul biosolids to farmers for disposal.
- Perform other duties as directed by supervisor.

EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:

- High school diploma or GED Certificate.
- Vocational Maintenance/Electrical training a plus, specifically Industrial Electricity.
- Possess or obtain TDEC Grade 2 Collection certification within two (2) years from date of hire.
- Must have knowledge and prior experience with variable frequency drives (VFDs) as well as programmable logic controllers (PLCs) in order to troubleshoot and maintain drives and controllers.
- Must have knowledge and prior experience with wiring electrical circuits, specifically 3 phase, 277 / 480 volts, as well as single phase 240 volts.
- Electrical licensing with State of Tennessee preferred.
- Computer skills to complete time sheets and other electronic reports as required.
- Possess and maintain a valid Tennessee Commercial Driver's License Class A/57 license (or obtain CDL as soon as practical after hire).
- Must be insurable as per NU's liability insurance provider requirements.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- Comply with all applicable safety, security and TDEC rules and regulations and company policies and procedures
- Wear all applicable Personal Protective Equipment as required.
- Capable of inspecting sewer lines and new sewer construction to ensure proper installation per state, local, and NU specifications.
- Operate computers and use required software as applicable.
- Committed to quality.
- Problem solving abilities.
- Team player with the ability to work alone or in a group.

REVIEW OF PHYSICAL DEMANDS:

1. Constantly lift and carry weights of up to 5 pounds (ie., hand tools and small parts).
2. Frequently lift and carry weights of up to 60 pounds between floor level and mid-chest height (ie., other equipment and power tools).
3. Occasionally lift and carry weights in excess of 100 pounds between floor level and waist height (ie., motors and pumps).
4. Constantly stand and walk to access equipment and make necessary repairs while performing regular maintenance duties.
5. Occasionally sit at ground level to repair certain items that cannot be brought to a higher level.
6. Occasionally climb and balance when scaling ladders to reach roof-mounted motors.
7. Frequently stoop/kneel/crouch to access equipment to be repaired or replaced.
8. Occasionally crawl to access items and machinery to be repaired.
9. Occasionally climb stairwells and ladders to top of 60-foot nitrification tower and bio-solids silo to repair equipment.
10. Occasionally twist in either direction to access repair areas in difficult areas to reach.
11. Reach with arms extended either out in front or overhead to utilize various tools and equipment.
12. Frequently handle tools and other machinery in a precise manner in order to repair equipment and other machinery.
13. Occasionally use fingers to search out parts, or tighten and loosen nuts and bolts which fall out the direct line of vision.
14. Possess sufficient auditory and verbal skills to communicate with Helper and Supervisor, as well as sufficient auditory skills to detect problems in machinery.
15. Possess sufficient visual acuity to read instruction manuals, weld and operate company vehicles.
16. Distinguish with a degree of accuracy the presence or absence of liquids, such as gasoline, or sewer gases in the lines and wet wells through the sense of smell and use of gas detector.

ENVIRONMENTAL HAZARDS:

- Develop a tolerance for exposure to extremes in weather conditions and practice caution when working in such situations (ie., snow, rain, and extremes in temperature).
- Develop a tolerance for excessive humidity when working in pump stations.
- Develop a tolerance for exposure to extreme noises from larger motors, machinery and power tools.
- Develop a tolerance for exposure to excessive vibrations caused by larger pump motors.
- Develop a tolerance for and practice caution when exposed to fumes at chemical companies, and the natural odor emitted by waste water.



- Develop an awareness of potential hazards and safely operate machinery due to potential for injury from welding equipment, power tools and motors.
- Develop an awareness for potential hazards when climbing ladders.
- Develop an awareness for potential explosive hazards when working around transformers.
- Develop an awareness for potential hazards for exposures to chemicals and toxins when repairing pumps at local chemical plant.
- Develop an awareness for potential hazards when working around electrical equipment.

Please note this job description does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The State and other authorities often designate NU as an essential business during times of natural disasters, pandemics, or other unique situations. As such, all employees will continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis.

The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

SIGNATURES:

Employee _____

Supervisor _____

Department V.P. _____

Human Resources _____

NEWPORT UTILITIES IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER