



JOB DESCRIPTION

COMPANY: Newport Utilities

DATE CREATED: 08/31/2022

JOB TITLE: Wastewater Maintenance Technician

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

REPORTS TO: Wastewater System Supervisor

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.
- Obtain TDEC Grade 2 Collection certification within two (2) years from date of hire.
- Knowledge and experience with variable frequency drives (VFDs) in order to troubleshoot and maintenance drives.
- Experience with wiring electrical circuits, specifically 3 phase, 277 / 480 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.
- 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:

- Lift and carry weight of up to 100 pounds between floor and waist height (equipment, materials, etc.)
- Climb stairways to access work area(s).
- Ambulatory skills sufficient to frequently visit other facilities and job sites.



- Work from a seated position to perform certain work duties listed above for extended periods of time.
- Climb and balance on stepladder to reach items out of normal reach.
- Function in a variety of outdoor weather conditions.
- Stoop/kneel to retrieve wires, cords, etc.
- Reach with arms extended out for sustained periods of time in order to access computers and other equipment.
- Requires good hand-eye coordination, arm, hand, and finger dexterity including ability to grasp, and visual acuity to use a keyboard and operate office equipment.
- Auditory and verbal skills in order to communicate with administrators, staff, customers and vendors.
- Visual acuity necessary to read printed materials and technical information.

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