

Franklin Township



Somerset County

HUMAN RESOURCES

Municipal Building

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Phone: 732.873.2500 Fax: 732.993.1831

TO: ALL DEPARTMENTS

**FROM: RAVEN E. WILLIAMS
HUMAN RESOURCES OFFICER**

DATE: November 2, 2018

RE: PLEASE POST THIS JOB VACANCY

Water Maintenance Worker

Department: Public Works
Union: CWA Local 1036
Grade: WS-13
Hourly Rate: \$19.37/hr.
Closing Date: December 7, 2018

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

GENERAL PURPOSE

Performs a variety of unskilled, semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Township water distribution facilities and systems, as well as in the maintenance of streets & roads, municipal complex, open space, and parks, etc.

SUPERVISION RECEIVED

Works under the direct supervision of assigned foreman and indirect supervision of Division Manager.

SUPERVISION EXERCISED

None normally. May serve as a lead worker over lower level maintenance workers. May occasionally be requested to become acting foreman with wage increase.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects and/or repairs pumping stations, meters, and other elements of the water distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly.
- Lays mains, excavating and operating equipment, placing thrust restraints, tests mains, sterilizes lines and takes bacteriological samples.
- Repairs water leaks and breaks; installs repair sleeves, replaces damaged mains, and valves.
- Inspects and flushes hydrants; checks operation of valves, repair valves and hydrants as necessary
- Taps operating mains for new service, installs services to property line and curb box.
- Performs inspection and maintenance of pumps, electrical controls and operation of water system.
- Installs new meters, removes disconnected meters, tests meters, replaces and repairs meters as required. Takes meter readings as requested; assists meter readers as required.
- Responds as needed to complaints and emergency situations relative to water operation for contamination, water leaks, loss of pressure, no water, etc. Evaluates situation and explains findings to supervisor.
- Contacts the one call system for the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation. Performs markouts for water lines for other utilities and contractors.
- Operates water leak detection equipment and locate leaks for repair.
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Assists in maintaining updated data for the distribution system installation, valve operation, and changes of meters.
- Assists in inventory control and reporting of materials and time extended in a given operation.
- Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water, sewer, street and storm drainage facilities.

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- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling, as well as for roads, stormwater facilities, solid waste, parks, building and grounds, and open space.
- Operates a variety light and medium-sized construction and power equipment, such as mechanized broom, jetter/inductor truck or backhoe/loader used in the water, storm sewer and roads department.
- Performs all duties in conformance to appropriate safety and security standards.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. A checklist will be filled out daily and weekly.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor and Central Maintenance. Cleans equipment on a regular basis.
- Performs some or all of the duties of Truck Driver and Laborer as required or assigned.
- Participates in the Township's snow removal and ice control program. (Must be available)
- Available to respond to after hour emergencies (Required)
- Performs other work as required and assigned.

NON-ESSENTIAL DUTIES

- Serves as a ground person on the crew as required and assigned.
- Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned.
- Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school education or GED equivalent, and
2. Four (4) years of experience relating to construction, maintenance, or repair,
3. Any equivalent combination of education and experience.
4. NJDEP W-1 Water Distribution License.

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities; heavy-equipment operating
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principles; working knowledge of the hazards and safety precautions common to heavy equipment operations; working knowledge of the methods, materials and tools used in utility maintenance, street, parks, and open space work.

2. Skill in operation of listed tools and equipment.
3. Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions and work safely; Ability to establish effective working relationships with other employees, supervisors, other departments and the public; Ability to perform heavy manual tasks under varying weather conditions for extended periods of time; Ability to drive and operate a variety of equipment under varying conditions; Ability to work from construction specifications or blueprints; Ability to classify soils and perform as a Department of Labor and Industries competent person on excavation sites. Ability to work independently and to complete daily activities according to work schedule;

SPECIAL REQUIREMENTS

- Valid New Jersey Driver's license and CDL Class "B" certification.

TOOLS AND EQUIPMENT USED

- Motorized vehicles and equipment, including backhoe, loader, bulldozer, road grader, dump truck, pickup truck, utility truck, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, water line locator, and any other necessary equipment to perform job duties.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

INTERESTED PARTIES MUST APPLY FOR THIS POSITION VIA THE TOWNSHIP WEBSITE:

www.franklintwpnj.org

THE TOWNSHIP OF FRANKLIN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, SEXUAL PREFERENCE, AGE OR HANDICAP.

THE TOWNSHIP OF FRANKLIN IS A DRUG FREE WORK PLACE.