



Allenstown Sewer Commission

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Town of Allenstown Job Description Sewer Department Operations and Maintenance Assistant

General Position Description: Work involves the operation of light and heavy equipment used in a variety of functions for the Sewer Department. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: Reports to the Superintendent.

Hiring Authority: Sewer Commission

Equipment Used: Heavy and light construction equipment, dump truck, light utility vehicles, trucks, sander, motor vehicles, front-end loader, telehandler, mowers, trimmers, chain saw, hand and power tools, two-way radio, telephone, computer, etc.

Environment: Inside: 15% Outside: 85%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

- Operate heavy trucks in the transportation of sand, gravel, stone and supplies.
- Operate heavy equipment to include telehandler, front-end loader, etc.
- Operate light equipment to include tractor, mower, snow blower, string trimmer etc.
- Operate light trucks to carry tools, equipment and supplies to and from job sites.
- Operate trucks with front plow and sander, and other equipment for snow removal and other seasonal clean up operations, on an emergency and seasonal basis.
- Make minor repairs that are allowed and in compliance with current policy.
- All major repairs shall be reported to the superintendent, using proper forms and/or procedures in place.
- Loading and unloading materials, supplies, chemicals and equipment transported by truck.
- Mow lawns and other landscaping; (i.e. trim grass, shrubbery and trees).
- Familiar with and execute safe work procedures associated with assigned work.
- Knowledge of the maintenance requirements, work hazards, safety practices and traffic laws relating to equipment operation.
- Operator-level vehicle maintenance.
- Perform traffic control tasks as a flagger.
- Ability to perform strenuous physical work under varying and adverse weather conditions.
- Perform other related work as required and deemed necessary and appropriate.
- Performs grounds keeping and custodial work; cleans bathrooms, office areas, and wastewater processing areas as needed.
- Performs general maintenance and repairs including painting and plumbing.
- Cleans and washes down tanks and other equipment used to process wastewater.

- Assists other workers with: running errands, i.e. retrieving supplies/materials for tasks, holding objects (materials requiring more than one person), cleaning up after completion of tasks, etc.
- Lines dumpsters and assists septage haulers with truck unloading as necessary.

Support: Support the Department with all operations.

Cognitive and Sensory Requirements:

- Vision: Necessary for effective and safe performance of job.
- Hearing: Necessary for receiving instructions and safety.
- Speaking: Necessary for communicating.
- Taste and Smell: Necessary for detecting fumes and gases and other smells which indicate a hazard or a proper safety function.
- Dexterity: Necessary for operating equipment, handwriting, etc.
- Mobility: Needed to walk around department locations, job sites, and different locations as required.

Physical Requirements:

Carry up to 10 pounds: frequently required.
 Carry 11 to 25 pounds: frequently required.
 Carry 26 to 50 pounds: regularly required.
 Carry over 50 pounds: occasionally required. Assistance may be available.
 Lift up to 10 pounds: frequently required.
 Lift 11 to 25 pounds: frequently required.
 Lift 26 to 50 pounds: regularly required.
 Lift over 50 pounds: occasionally required. Assistance may be available.
 Reach above shoulder height: regularly required.
 Reach at shoulder height: frequently required.
 Reach below shoulder height: frequently required.
 Balancing: regularly required.
 Push/Pull: regularly required.
 Sit: six plus consecutive hours.
 Stand: six plus consecutive hours.
 Walk: four plus consecutive hours.
 Twisting: regularly required.
 Bending: regularly required.
 Crawling: regularly required.
 Squatting: regularly required.
 Kneeling: regularly required.
 Crouching: regularly required.
 Climbing: regularly required.

Hand Manipulation:

- Grasping: frequently required.
- Handling: frequently required.
- Torque: occasionally required.
- Fingering: frequently required.
- Controls & equipment: hand and power tools; light and heavy equipment; motor vehicles; miscellaneous office equipment; engineering tools.

Work Surfaces: Inside and outside surfaces. Equipment and vehicle interiors and exteriors. Rough, harsh, dangerous, wooded, flooded, ground surfaces and/or areas. Grass, dirt, gravel, mud, asphalt, concrete, linoleum, ceramic tile surfaces. Rain, snow, sleet, hail, ice and flooded areas and surfaces. Vertical and horizontal step surfaces.

Summary of Occupational Exposures:

- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to hazardous materials, fuels, lubricants, solvents and fluids.
- May be exposed to wastewater components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.
- Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks).

Other Training, Skills and Experience Requirements:

- One-year experience in the operation and maintenance of trucks, construction and maintenance equipment.
- Occasional operation of telehandler, front-end loader.
- Operation of light trucks (with plow and spreader), etc.
- Effective communication skills.
- Ability to write daily reports, other reports, material lists, etc.
- Medical screening /examination is required.
- Immunization such as Hep-B maybe required.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.

License/Certification Requirements:

- High school diploma or G.E.D.
- Flaggers' Certification
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.

Other Requirements:

- Background investigation (no conviction for any crime involving turpitude).
- No conviction for major motor vehicle violations
- No history of frequent motor vehicle violations of any kind.
- May not belong to an organization which advocates the violent overthrow of the governments of the United States, the State of New Hampshire or the Town of Allentown.

Schedule:

- Monday through Friday, 40 hours per week. Typical work day is 8 hours per day.
- Possible overtime if and when needed or required; may be expected to work shifts of up to 16 hours.
- Must be available 24 hours a day.

Date of Creation: May 10, 2016

Revised Date:

Created by: Jeff Backman, Superintendent

Revised by: