

**Essential Personnel**

---

<b>DEPARTMENT:</b> Operations	<b>SUPERVISED BY:</b> Maintenance Supervisor	<b>FLSA STATUS:</b> Non-Exempt
----------------------------------	---	-----------------------------------

---

**JOB SUMMARY:**

The Maintenance Specialist I functions as a crew member performing a variety of semi-skilled and skilled tasks supporting the operation, maintenance, and repair of the District's wastewater collection systems, including pumping stations, STEP systems, and sanitary sewer lines.

**DISTINGUISHING FEATURES:**

This is the first classification in a series of three Maintenance Specialist positions with a certification requirement. This position is distinguished from the higher-level Maintenance Specialist II position in that routine maintenance tasks may be performed with some independence but fall under well-established and standardized procedures and guidelines. More advanced or complex tasks are performed under close supervision in a training capacity. Work products are reviewed for thoroughness, accuracy, and conformance to established policies and procedures by the Maintenance Supervisor, a Maintenance Specialist III, or occasionally a Maintenance Specialist II.

**MINIMUM QUALIFICATIONS:**

Demonstrated ability to:

- Safely operate powered and non-powered tools and equipment.
- Perform basic math functions, read gauges and effectively convey information, orally and in writing.
- Use a personal computer, including Microsoft Office, Geographic Information System (GIS), and to learn and utilize District-approved software systems (e.g. Supervisory Control and Data Acquisition (SCADA), and maintenance management system (Lucity)).
- Pass all required health and safety training classes and apply those procedures to the work environment.
- Understand and follow directions, effectively adjust to changing priorities, problem solve and multi-task, be decisive in taking actions.
- Effectively communicate with the public, co-workers, supervisors, and subordinates.
- Maintain a professional and respectful working environment.
- Occasionally access and work in confined spaces in awkward positions, such as stooping and kneeling for extended periods of time.

**EDUCATION & EXPERIENCE:**

Any combination of education, training and experience that provides the requisite knowledge, skill, and abilities to successfully perform the duties and fulfill the responsibilities of the position. A typical way to achieve that would be:

- High school diploma or equivalent.
- One year of experience performing wastewater/sewer system field maintenance duties or directly transferable equivalent experience.

**Essential Personnel**

---

<b>DEPARTMENT:</b> Operations	<b>SUPERVISED BY:</b> Maintenance Supervisor	<b>FLSA STATUS:</b> Non-Exempt
----------------------------------	---	-----------------------------------

---

**WORKING CONDITIONS:**

This position works primarily in the field, outdoors with exposure to all weather conditions and requires the ability and willingness to work on ladders, in confined spaces, and on or around various types of heavy equipment. All positions in this series require ability in stooping, bending, lifting up to 75 lbs., sitting and standing. Wearing and/or using appropriate personal protective equipment (PPE) is required to perform certain tasks. Potential exposure to untreated sewage and hazardous atmospheres. Required to report to work in emergency conditions, even when the District office is closed due to inclement weather. Corrected vision sufficient for computer use, reading of plans and O&M manuals, and monitoring gauges.

**TYPICAL DUTIES & RESPONSIBILITIES:**

The duties listed below, while not all-inclusive, are characteristics of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties listed below, as well as other related duties. Specific duties may vary depending on the crew or project to which the individual is assigned. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

**Preventative Maintenance.** Typical tasks: Works as a member of a maintenance team, conducting a variety of equipment inspection and diagnostic tasks as part of the Preventative Maintenance program. According to safety procedures and under maintenance team guidance, may enter confined spaces to inspect, maintain pump station or pipeline equipment and appurtenances; visually inspect District installations for overflows or blockages; removes manhole covers to inspect flows, clean collection system gravity lines, and perform video inspections. Checks for proper equipment operation and fluid levels; lubricates machinery as necessary. Under maintenance team guidance, may operate a variety of District vehicles, trucks, pressure washers, pumps, and miscellaneous other equipment to complete assigned tasks.

**Repairs.** Typical tasks: Performs or assists with minor, routine equipment repairs. Troubleshoot, repair or replace pump station or pipeline equipment and appurtenances. Collection system gravity line repairs which may include trench digging and shoring, pipe cutting, and use of hand and power tools. Operates cranes and hoists to remove and replace equipment and components.

**Other.** Typical tasks: May perform other special projects as directed and assigned.

**RELATIONSHIP WITH OTHERS:**

The Maintenance Specialist I has regular, in-person contact with fellow crew members and often with District employees of other departments. Occasional in-person or phone contact with customers in the field.

**Essential Personnel**

---

<b>DEPARTMENT:</b> Operations	<b>SUPERVISED BY:</b> Maintenance Supervisor	<b>FLSA STATUS:</b> Non-Exempt
----------------------------------	---	-----------------------------------

---

**SUPERVISION:**

**Exercised:** Not Applicable

**Received:** The Maintenance Specialist I works under the direct supervision of the Maintenance Supervisor with guidance and instruction in the field from a Maintenance Specialist III. They may also receive task-oriented instructions and direction from a Maintenance Specialist II, particularly when performing crew assignments in the field. The Maintenance Supervisor and Operations Director conduct annual reviews with input from the Maintenance Specialist III.

**SPECIAL REQUIREMENTS:**

- Washington Wastewater Collection Specialist Level I certification required within one year of date of initial hire.
- Reside within 45 minutes reporting time to the District Office within one year of date of hire.
- Possess and maintain a valid state issued driver's license with good driving record.
- Pass and maintain all required health and safety training and certifications.
- Maintain appropriate physical fitness to perform essential job functions.
- Ability to work long hours, nights and weekends intermittently or on an emergency basis.
- Final offer of employment is contingent upon successful completion of a reference check, physical and drug screening.
- This position is designated as Essential Personnel and is required to report to work during all inclement weather events.