

**Essential Personnel**

**DEPARTMENT:**

Operations

**SUPERVISED BY:**

Maintenance Supervisor

**FLSA STATUS:**

Non-Exempt

**JOB SUMMARY:**

The Maintenance Specialist – In Training (Trainee) is a member of a professional team of skilled personnel that protect the health and safety of District personnel, the public, and the environment. The Trainee will participate in on-the-job training to acquire a general knowledge of wastewater collection system construction, operations, and maintenance, to prepare them to safely and reliably perform skilled work to operate, maintain and repair gravity and pressure sewer systems and related equipment to collect and convey wastewater.

**DISTINGUISHING FEATURES:**

This is the first position in the Maintenance Specialist classification series. This non-skilled, entry-level position is part of the District's training program for developing skilled personnel. The position learns to perform a variety of manual labor and skilled tasks in order to obtain a general knowledge of wastewater collection system construction, operations, maintenance and repair, including pump stations, STEP systems, and sanitary sewer lines. Tasks are performed with close supervision and direction, following standardized facility or industry procedures and guidelines. The position works under the direction of certified Maintenance Specialists and under the general direction of the Maintenance Supervisor.

**MINIMUM QUALIFICATIONS:**

**Certifications and Licenses:**

- Valid state-issued driver's license with a good driving record.
- Washington Wastewater Collection Specialist-in-Training certification required within one year of the date of initial hire.

**Knowledge of:**

- Proper use and maintenance of a variety of hand tools, power tools and equipment.
- Basic mathematics and mechanical aptitude.

**Ability to:**

- Use a computer and mobile communication devices, including the use of Microsoft Office suite of products (Outlook, Word, and Excel) and Geographic Information Systems (GIS).
- Accurately log instrument readings and operating and maintenance data in written and electronic formats.
- Pass required safety training classes and apply those procedures and concepts to the work environment.
- Exercise sound judgment and decision-making.
- Frequently access and work in confined spaces in awkward positions, such as stooping and kneeling for extended periods of time.
- Wear and properly use personal protective equipment and perform all work in a safe manner.
- Acquire an understanding of basic wastewater collection systems construction, operations, maintenance, and repair.

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- Understand and follow directions, effectively adjust to changing priorities, problem-solve, and multitask.
- Complete required supplemental instruction and training through various platforms, including online and manuals/books.
- Successfully complete proficiency tests in basic math, reading, writing and computer skills.
- Establish and maintain effective working relationships with other employees.
- Effectively communicate with supervisors and co-workers, in person, via phone and email.
- Maintain a professional and respectful working environment.
- Safely operate a motor vehicle and automotive equipment.
- Be reliable and punctual in reporting to work as scheduled.

**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 and be at least 18 years of age.

**WORKING CONDITIONS:**

- May be subject to frequent standing, walking, sitting, climbing, balancing, stooping, kneeling, twisting, climbing stairs or ladders, or working in confined spaces.
- Work occurs indoors and outdoors in all weather conditions.
- Work occurs in roadways and high-traffic areas.
- Requires physical capability and mobility to navigate all types of surfaces and terrain while carrying equipment.
- Lift up to 75 pounds.
- May operate heavy equipment.
- Potential exposure to high voltage electrical equipment, raw sewage, and/or odors or other hazardous atmospheres.
- May be assigned to work alone or with others.
- Work may be performed at heights from ladders or scaffolding or over deep manholes/vaults.
- Wearing and/or using personal protective equipment (PPE) will be required to perform certain tasks.
- Required to work after regular business hours and in emergency or inclement weather conditions.

**TYPICAL DUTIES & RESPONSIBILITIES:**

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties

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listed below, as well as other related duties. The District reserves the right to add, modify, or remove duties as appropriate to meet business needs.

**Operations and Maintenance.**

- Perform general housekeeping and maintenance required to keep working areas and equipment safe, clean, and professional.
- Train and participate in operating and maintaining various shop equipment, including welders, drills, grinders, and saws.
- Skillfully utilize hand and power tools.
- Train and participate in entering confined spaces.
- Train and participate in visually inspecting District installations for overflows or blockages; remove manhole covers to inspect flows, clean collection system gravity lines, and perform video inspections.
- Train and participate in checking for proper equipment operation and fluid levels; lubricate machinery as necessary.
- Train and participate in the troubleshooting, repairing or replacing pump station or pipeline equipment and appurtenances, including but not limited to pumps, motors, valves, and piping.
- Train and participate in collection system gravity line repairs, including trench digging, shoring and pipe cutting.
- Train and participate in traffic control flagging.
- Train and participate in safely operating cranes and hoists to remove and replace equipment and components.
- Train and participate in monitoring operating conditions, accurately read instruments, meters, and gauges and document and record information in written and electronic format.
- Use computers and related programs, including spreadsheets, email, and maintenance management systems to retrieve, accurately document, interpret and communicate information, including work orders and maintenance records.
- Complete required supplemental instruction and training, including correspondence courses, online learning, seminars, and in-house training.

**Other Duties**

- Follow safety standards and procedures and observe safe work practices.
- Properly use/wear respiratory protection, confined space entry equipment, PPE and other safety gear and equipment.
- Maintain effective working relationships with staff, external vendors, regulatory agencies, other District departments, and the public.
- Follow District regulations, codes, policies, practices, and management directives.
- Demonstrate regular and reliable attendance.
- Perform other duties as assigned.

JOB TITLE: **MAINTENANCE SPECIALIST – In Training**

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**RELATIONSHIP WITH OTHERS:**

The Trainee has regular in-person, telephone, and email contact with Maintenance Specialists for the purposes of learning and skill-building—occasional contact with the Maintenance Supervisors and District employees from other departments.

**SUPERVISION:**

**Exercised:** N/A

**Received:** The Trainee works in the field under the guidance and direction of a certified Maintenance Specialist. The position reports directly to the Maintenance Supervisor.

**SPECIAL REQUIREMENTS:**

- This position is designated as Essential Personnel and is required to report to work during emergency conditions and inclement weather events.
- Reside within 50 minutes of reporting time to the District office or assigned reporting location within one year of the date of hire.
- Ability to work long hours, nights, and weekends intermittently or on an emergency basis.
- Required to work the normal working hours as defined for the position.
- Maintain appropriate physical fitness to perform essential job functions.
- Final offer of employment is contingent upon the successful completion of a pre-employment physical, drug screening and a reference check.