

Public Water Supply District No. 12 Employee Handbook

JOB TITLE: Maintenance Worker **HOURLY SALARY RANGE:** \$10.00 – \$18.00

REPORTS TO: Field Manager

EMPLOYMENT CLASSIFICATION: Non-Exempt

JOB DESCRIPTION: Assist with and/or perform general maintenance duties.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Perform general janitorial duties around the office, garage and other properties
- Perform general maintenance on District buildings, property and equipment
- Assist with lawn mowing, trimming, etc.
- Turn water meters and valves on and off as required
- Assist Water System Operators as-needed with leaks, taps, etc.
- Read water meters promptly and accurately
- Other duties as assigned

EDUCATION, TRAINING AND EXPERIENCE: Must have a high school diploma or equivalent. Knowledge of automobiles, lawn maintenance equipment and basic tools is required.

WORKING CONDITIONS: This position requires an employee to spend some time indoors and some time out of doors, in all weather conditions. The duties will vary greatly. Since the District operates with a small workforce, this position fills-in as needed, where needed. Occasionally, work is required outside of normal working hours due to emergencies. Smoking is prohibited while on company time and in all buildings and vehicles at Public Water Supply District No. 12.

LICENSES AND CERTIFICATES REQUIRED: A valid Class E driver's license is required, a valid CDL is preferred.

