**Rawls Springs Utility District**

**Job Description: Maintenance Worker**

**Equal Employment Opportunity Statement**

Rawls Springs Utility District is an equal opportunity employer and shall not discriminate against applicants or Employees for race, color, religion, age, sex, national origin, disability or other reasons prohibited by law.

**Policy:**

It is this Company’s Policy for each Employee to accept, acknowledge and agree with the duties and responsibilities listed in the Job Description.

**Procedure:**

1. Each Employee shall read and sign the Job Description acknowledging understanding and agreement with his/her Job Duties.
2. The signed Job Description will be placed in the Employee’s Personnel File.
3. The duties and responsibilities listed below shows the *minimum* required. The Company may revise the duties, responsibilities, schedule and/or reassign the Employee at any time at the Company’s discretion.

**Job Summary:**

Maintains water treatment, wastewater collection, potable water storage and distribution systems in good working order compliant with Company Policies, Local, State and Federal Regulations; maintains rights-of-ways, inventories of equipment, parts and tools; assists Consultant in daily operations of potable water and wastewater systems; works mostly in independent environment; position is part-time, non-exempt, hourly; must communicate courteously and respectfully with customers, co-workers and others

 **Chain of Command:**

General Manager, Board of Directors

 **Qualifications:**

Prefer at least high school Diploma or GED and related work experience; must be able to obtain any required certifications; must be in good physical condition, able to read, write, and follow oral and written instructions at a literacy level necessary to accomplish job duties; must pass Alcohol / Drug Screens and have satisfactory Criminal History Background Check

**Equipment Used:**

Trucks, tractors, zero-turn mowers, trailers, weed-eaters, pumps, generators, air compressors, boring rigs and power tools

**Work Environment:**

Works 80-90% outdoors

*Employee Signature Date*

**Duties and Responsibilities:**

 1. Learns, complies with and enforces Company Policies from Employee Handbook

 2. Protects the confidentialityof Employees’ Protected Health Information (PHI) as required by the Health Insurance Portability Accountability Act (HIPAA) as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act

 3. Practices safe work procedures when lifting or moving heavy items; gets assistance with lifting anything over 50 pounds

 4. Must immediately report any personal or co-worker’s work-related accident to Manager

 5. Complies with all applicable Local, State and Federal Laws and Regulations

 6. Communicates courteously and respectfully with co-workers, Board Members, visitors and others

 7. Attends meetings, in-services, workshops, as requested

 8. Complies with Dress Code and reports for work in uniform

 9. Complies with and maintains Safety Standards and procedures according to Local, State and Federal Laws and Regulations

10. Performs plumbing, carpentry, painting, machine servicing, electrical and vehicle maintenance

11. Plans and executes work duties as assigned by Manager and Operator

12. As assigned, conducts monthly meter readings, re-reads for mis-read or stuck meters; lock-outs for non-payment and/or closed accounts; turns on for new services

13. Responds to complaints regarding water leaks, pressure loss, or no water; reports to Manager and makes repairs as directed

14. Maintains daily logs for work times, work orders, supplies and inventory used

15. Documents problems found while reading meters, such as stuck meters, leaking meters, damaged meters needing repair or replacement and meter boxes needing to be cleaned out

16. Makes meter taps for up to two (2) inch services

17. Must maintain valid MS Driver’s License to operate Company vehicles;

18. Operates tractors, zero-turn mowers, trailers, weed-eaters, pumps, generators, air compressors, boring rigs and power tools

18. Performs grounds-keeping at towers, lagoons and lift stations

19. Maintains clean storage facility and organized inventory of parts and tools

20. Repairs major leaks by acquiring pumps, parts and tools from storage building and/or tractor from tower when necessary

21. Assists with new service taps

22. Assists in locating RSUD water lines on “Mississippi One” locates

23. Routinely visits project sites and makes verbal and/or written reports on progress to Manager

**Essential Physical Duties:**

 1. Lifts and carries up to 50 lbs., equipment, tools, building supplies

 2. Lifts and carries over 50 lbs., Only with assistance of another person, or dolly

 3. Reaches above shoulder height and below waist height: various work tasks and repairs

 4. Grasping: Tools, equipment, steering wheels, pipes, etc.

 5. Torquing: Opening jars, tightening screws, bolts, etc.

 7. Twisting: Carpentry, plumbing, grounds-keeping, moving equipment

 9. Bending: Working on water lines, picking up tools, and other similar tasks

10. Squatting: Working on water lines, picking up tools, and other similar tasks

11. Kneeling: Working on water lines, picking up tools, and other similar tasks

12. Crouching: Working on water lines, picking up tools, and other similar tasks

13. Climbing: Using ladder as needed

14. Standing: Stands and walks up to 80-90% or more of workday

15. Sitting: Some sitting occurs during meetings, driving trucks, mowers, tractors, etc.

**Cognitive Requirements:**

 1. Talking: Communicating with others

 2. Hearing: Taking instructions, communicating with customers, co-workers and Management

 3. Sight: Reading regulations, work orders

 4. Smell: Detection of smoke, natural gas or gasoline for safety

**Occupational Exposures:**

Minimal risks of contact with Hazardous Substances and Materials such as paint, motor oil and gasoline are possible. If direct exposure occurs to skin, eyes, or mouth, see Manager for First Aid procedures provided in Safety Data Sheet.

**Acknowledgement:**

Reasonable effort has been made to provide a comprehensive Job Description. However, the above listed duties and responsibilities are in no way intended to state or imply that these are the only requirements. The absence of any other specific duties does not exclude them if the work is related to the company’s needs, or if the Employee is needed and assigned for temporary or long-term changes in position or responsibilities.

My signature below acknowledges that I have read this Job Description. I agree with and understand the duties, responsibilities and physical requirements. I certify that I meet all the qualifications and can fully perform all duties of this position. I further understand that Mississippi has an “Employment-At-Will” Law; the Employee or employer may terminate the employment relationship, with or without notice, with or without cause.

*Employee Signature Date*