



DEPARTMENT: TREATMENT FACILITY MAINTENANCE
JOB TITLE: MAINTENANCE GRADE 1
EMPLOYMENT STATUS: FULL TIME HOURLY

JOB PURPOSE: TO MAINTAIN BUILDINGS, GROUNDS AND EQUIPMENT

By working safely, maintaining cleanliness and assisting in preventative and corrected maintenance tasks

ESSENTIAL JOB FUNCTIONS:

- Perform housekeeping and cleaning of buildings, grounds and equipment
- Perform lawn maintenance and grounds keeping
- Complete greasing, oiling and inspecting of machinery and equipment; recording work as required
Prepare and paint buildings, equipment and machinery
- Maintain/use hand and power tools properly as required for maintenance and cleaning tasks
- Follow written and oral directions as issued
- Assist in the inventory of parts, materials and equipment as directed
- Comply with the rules, policies, and procedures of the Authority and applicable Federal, State and Local laws
- Perform duties assigned in relation to overall plant maintenance
- Attend and complete training in industry related topics as set forth in the collective bargaining agreement

Supervision Received From:

Team leader, Maintenance Grade IV, Maintenance Manager or Operations Manager

Progression to:

Maintenance Grade II, based on an opening in this position determined by management, and by meeting The Required Knowledge, Ability and Skill and Education of the Maintenance Grade II position

Maintenance Grade I, continued

Guidelines and Discretion:

Type of work may vary from day to day usually having routine well-defined procedures. Must be self-motivated and use good judgement. This is an entry-level maintenance position.

Required Knowledge, Ability and Skill:

General knowledge of the methods, materials, and tools to perform the work outlined
Including but not limited to:

- ability to read and write the English language
- ability to carry out verbal and written instructions
- ability to work productively and harmoniously with fellow employees and supervisors
- must hold and maintain a valid Pennsylvania vehicle operators license
- able to work 1 weekend a month, available for overtime

Education and Experience:

- minimum of: High School graduate or Equivalency certificate.
- trade (documented work experience) or vocational training is desirable.

Working Conditions:

Must be able to work in a variety of climatic and environmental conditions, including but not limited to climbing ladders, entering underground vaults, pipe galleries, and roof tops. Exposed to dust dirt, grease, oils, petroleum products, maintenance or cleaning agents, and chemicals. Working both indoors and out doors. High levels of physical labor. Individual is exposed to and may have personal contact with wastewater and its by-products. Be available for overtime work on an as needed basis, weekends, holidays, and occasional evenings as set forth in the collective bargaining agreement. Able to be on call 1 week @ month.

E-mail resume to Bthomas@wwtp.com