



101 West Broadway | PO BOX 135
Ashland, MO 65010
www.ashlandmo.us | 573-657-2091

Position Title: Utility Service Worker II
Department: Public Works-Sewer Division
Reports to: Sewer Division Supervisor

Pay Grade: \$21.00-\$25.70 per hour
Classification: Non-exempt

Job Description:

This is a semi-skilled and skilled work involving the maintenance, repair, and operation of wastewater and collection system facilities and related equipment. The work is performed under general supervision with the ability to perform tasks independently. Hours are Monday - Friday 7:30am – 4:00pm, including on call rotation.

Essential Job Duties:

Operates wastewater and sewer collection facilities including record keeping and maintenance. Work will include some or all of the following duties: observing flows, chemical feed, and influent/effluent quality making process changes as directed; monitoring and adjusting levels, flows, and pressures to meet demands; calibrating laboratory testing equipment according to specifications.

Duties include, but are not limited to:

- Collects samples, which may include laboratory analysis; handles and delivers samples to be tested, records results, and makes appropriate adjustments.
- Follows safety rules set by company, state and federal regulations, which may include participating in safety meetings, inspecting equipment, assisting and/or advising co-workers of possible safety hazards.
- Prepare maintenance logs, estimate replacement schedules of equipment and create an inventory of material on hand (replacement parts identified in O&M Manuals). Orders supplies and equipment as directed; performs inventory according to procedures.
- Operates assigned vehicles as needed to provide effective and safe service.
- Uses and maintains tools, equipment, and computers associated with wastewater and collection system operations.
- Makes periodic rounds of facilities observing, recording, and communicates operating conditions to appropriate personnel.
- Janitorial duties with regard to the wastewater treatment plant, collection system and buildings to maintain a safe and clean work environment. Cleans and maintains facilities, equipment, and grounds as directed.
- Ensures compliance to federal, state, and local regulations including preparation of necessary reports.
- Operates treatment equipment; handles chemicals accurately and in a safe manner.
- Assists in performing public relations activities including tours of facilities.
- Performs maintenance and repairs on wastewater treatment plant and collection system, equipment, lift stations, and buildings as directed.
- Performs a variety of maintenance and repair work in the sewer collection system on sewer mains and service lines including smoke testing.

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- Assists in the maintenance and inspection of sewer mains as requested according to city specifications.
- Provides customer service by performing and locating sewer lines and handling customer complaints according to city procedures.
- Performs other duties as needed or assigned.

Minimum Qualifications—Knowledge, Skills, and Abilities:

- Ability to read and write.
- Ability to perform tasks independently.
- Possess good oral and written communication skills.
- Knowledge of practices, methods, tools, materials, and equipment relating to wastewater treatment activities and collection systems. Ability to interpret Operations and Maintenance Manuals.
- Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment and tools.
- Ability to make repairs on a variety of wastewater plant equipment and collection systems.
- Knowledge of state and federal standards and regulations governing wastewater treatment and collection.
- Routine monitoring and maintenance of all portions of the wastewater system including proper application and disposal of treatment plant sludge from treatment processes.
- Ability to be on-call evenings and weekends and to work long hours.
- Ability to use and maintain tools, equipment, and computers associated with wastewater system operations.
- Tends to pumps, blowers, grit removal system, bar screen, aerators, belt press, fans, gearbox, shafts, valves, belts, motors, generators and other equipment used in the wastewater treatment processes.
- Locate sewer lines with locator device.
- Ability to establish and maintain effective working relations with co-workers, clients, vendors, and the general public.

Mandatory Licenses and Certifications:

- Possess and maintain a valid Missouri Class A Commercial Drivers License.
- Possess a Missouri Wastewater Operator Class C Certification.
- OSHA 10

Desired Licenses and Certifications:

- Possess a Missouri Wastewater Operator Class B Certification

Physical Requirements:

- Perform heavy labor, including standing, bending, stooping, reaching and digging
- Have the ability to work in confined spaces and wear appropriate safety equipment
- Grasp, lift, maneuver, rotate and otherwise use small to large hand and power tools
- Grasp, lift, carry and set down objects weighing up to 50 lbs.
- Grasp, turn, twist, pull, push, lift and otherwise move equipment, controls and parts weighing up to 100 lbs.
- Visually assess construction, maintenance and repair needs
- Climb and work from ladders and stairs
- Perform outside work in extreme weather conditions
- Be exposed to noise, dust, grease, smoke, fumes and/or potentially hazardous chemicals
- Read and comprehends written instructions, job orders, etc.; complete forms and write notices.

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Benefits:

- Employer-Paid Health Insurance
- Employer-Paid Life Insurance
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Paid Personal Leave
- LAGERS Retirement Plan
- Tuition Reimbursement
- Employer-Paid Continuing Education
- Assigned Company Vehicle (where applicable)

Miscellaneous:

- All new employees must complete a six (6) month probationary period.
- Employment contingent on post-offer drug screen and background check results.

Contact:

- James Creel
Director of Public Works
streets@ashlandmo.us
573-657-2568

How to Apply:

- Complete and return a job application by submitting electronically to streets@ashlandmo.us or physically to:
Ashland City Hall
101 West Broadway
Ashland, MO 65010
- Applications will be accepted until the position is filled.

The City of Ashland is an equal opportunity employer and is committed to providing a workplace free from harassment and discrimination. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by the laws or regulations in the locations where we operate.

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