



Job Description

Utility Worker-Wastewater and Recycle

Pay Grade: 04

Employment Status: Full-Time

FLSA Status: Non-Exempt

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Water Quality Superintendent

Supervisory Responsibility: No

Primary Work Location: Outdoors within the City of Nixa jurisdiction.

Certification: Possess valid State of Missouri Class "B" Commercial driver's license with air brakes and tanker or must be obtained within 120 days of employment.

Job Summary: Performs a variety of general cleaning, maintenance, operation, construction, and repair tasks for the City water, wastewater, and recycle departments.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Participates in wastewater treatment and collections system, construction and maintenance of assigned department.
- Assists other City workers in general activities or grounds maintenance.
- Effectively perform as a member of a team in carrying out the City's organizational development plan philosophy.
- Assure customers are eligible to use the Recycle Center or possess a permit to do so.
- Provide good customer service by responding to customers questions, loading, or unloading of vehicles.
- Provide maintenance and repair of Wastewater and Recycle Center buildings and grounds as needed.
- Provide upkeep of Wastewater and Recycle Center by sweeping, providing trash removal, and snow removal.
- Perform other tasks and duties assigned by supervision.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Methods, equipment, and materials for water, wastewater treatment, collection system, recycle, maintenance, cleaning, repair and construction.
- Occupational hazards and safe working practices.

Skills

- Water, wastewater collection, treatment systems construction, recycle, maintenance, installation and repair.
- Establishing and maintaining effective working relationships with other staff, and members of the public.



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Abilities

- Stooping, climbing, bending; pushing and pulling 100 pounds, and lifting 60 pounds.
- Exposed to extreme weather conditions, dust, and/or pollen.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date