

Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Wastewater Facilities Technician I/II/III
0203
Non-Exempt
Craft Workers
James City Service Authority
Wastewater Facilities Supervisor

Nature of Work

Performs responsible work in the operation, maintenance and repair of the JCSA’s wastewater collection facilities. There are three levels in the Wastewater Facilities Technician series distinguished by the level of work performed and the qualifications of the employee.

Essential Job Functions (other essential job functions may be designated by department)

- Performs or learns daily inspections of wastewater facilities including pumping and power generation equipment on assigned route; records various readings, pump run times and performance parameters.
- Performs or learns testing and monitoring of operation of pumps and motors; starts and exercises generators; checks fluids and performs basic wet and dry well cleaning.
- Performs or learns corrective maintenance, repairs and modifications to facility motors, pumps, controls and equipment and preventive maintenance of wastewater facilities on their route.
- Serves as confined space attendant for no potential, low potential and hazardous atmosphere environments and associated Lockout/Tagout procedures.
- **(Wastewater Facilities Technician II)** Assists in performance of corrective maintenance, repairs and modifications to facility motors, pumps, controls and equipment; performs preventive maintenance tasks such as oil changes, fuel injections system services, electrical inspections, cooling system changes and vibration and temperature analysis.
- **(Wastewater Facilities Technician III)** Initiates troubleshooting actions independently and may be engaged in planning, coordinating and assigning priorities; serves as competent person during maintenance operations and during confined space activities.
- Performs other duties as assigned.

Job Preparation Needed

- Any combination of education and experience equivalent to a high school diploma.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver’s license and have an acceptable driving record based on James City County’s criteria.
- Knowledge of safe and effective use of hand and power tools; knowledge of principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Must have the ability and tolerance to function in an environment that requires the use of respiratory protection devices; communicate effectively both verbally and in writing; follow both verbal and written instructions; establish and maintain effective working relationships with staff and the public.

Position Level	Requirements
Wastewater Facilities Technician I	<ul style="list-style-type: none"> • Some related work experience preferred.
Wastewater Facilities Technician II	<ul style="list-style-type: none"> • Some semi-skilled work experience in the field of mechanical maintenance and repair. • Must meet all requirements of Wastewater Facilities Technician I; must successfully complete required training and written exam for Wastewater Facilities Technician II as determined by the department.
Wastewater Facilities Technician III	<ul style="list-style-type: none"> • Considerable skilled work experience in the field of mechanical maintenance and repair and ability to work unsupervised. • Must meet all requirements of Wastewater Facilities Technician II; must successfully complete required training and written exam for Wastewater Facilities Technician III as determined by the department.

Required for all career ladder levels: Satisfactory completion of introductory (initial or promotional) period; “meets” or higher on last performance evaluation; not received a written reprimand or higher-level disciplinary action within the past 12 months; funding of career ladders in budget must have been approved by Board of Supervisors; and certification from Department Manager of completion of requirements.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County’s values and further the County’s mission.

Post Offer Requirements

- Driving record check
- Drug test
- Hearing test
- National criminal/sex offender record check
- Physical exam with pulmonary functions test

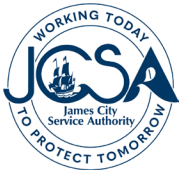
Introductory Period 6 months

Post Hire Requirements

- Must maintain a Virginia driver’s license and an acceptable driving record based on James City County’s criteria.
- Must maintain the ability and tolerance to function in an environment that requires the use of respiratory protection devices.
- Periodic driving record check.
- Successfully obtain and maintain all required certifications and training as required by department.

Job Locations and Conditions

- Duties are performed outdoors, often under disagreeable and hazardous conditions, and in all weather conditions.
- Duties may be performed in confined space locations including manholes and other hazardous conditions.
- Performs work safely in accordance with department safety procedures and County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Wastewater Facilities Technician I/II/III
0203
Non-Exempt
Craft Workers
James City Service Authority
Wastewater Facilities Supervisor

General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
--	--	--	--	----------------------------------

General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	F	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and ability to make decisions in accordance with established procedures and policies
Communication Ability	F	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and communicate with public, vendors, supervisors and/or other employees and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	O	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	O	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blueprint reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	O	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	F	Necessary equipment and/or tools
Transport/Reposition Objects	F	Must be able to transport and reposition 50+ pounds of materials/equipment from ground to waist, at waist level, waist level to shoulder, and above shoulder
Ascend/Descend	O	Must be able to work in and move to different height levels
Sit	O	Must have the ability to sit
Stand	C	Must have the ability to stand
Walk	F	Move self from one location to another on both flat and rough terrain
Run	N	Move self from one location to another on flat terrain, rough terrain or both flat and rough terrain
Position self to lower level	F	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	F	Must be able to transfer or convey in an automatic or multi-gear vehicle including car, van, small truck, medium truck, and truck w/equipment