



Water and Sewer Field Maintenance Trainee
Starting Rate \$13.22/Hour

Summary & Scope of Responsibilities: Assist with the installation, repair and maintenance of water and sewer lines, wells, pump stations and appurtenances.

Reporting Relationships: Reports to Crew Leader, Water and Sewer Department and Utilities Systems Supervisor, Water and Sewer Department.

Essential Tasks & Responsibilities:

- Assist with the installation, repair and maintenance of water and sewer lines, wells, pump stations and appurtenances.
- Assists with emergencies and customer calls.
- Assists with overflows and backups.
- Assists with cleaning and inspection of sewer lines, grease traps, pump stations, and associated devices and structures.
- Assists with water and sewer taps.
- Assists with the installation of water meters, fire hydrants and valves and related maintenance.
- Ability to establish and maintain a cooperative working relationship with others.
- Perform recordkeeping as necessary.
- Provide on call and/or emergency assistance as needed.

Other Responsibilities & Tasks: Other duties as assigned by Crew Leader, Water and Sewer Department and Utilities Systems Supervisor, Water and Sewer Department.

Expected hours & Travel: Regular hours required consists of 7:00am-3:00pm Monday-Friday. On call on an as needed basis.

Required Education & Experience:

- High School Diploma or GED.
- Valid Virginia driver's license.
- Requires courtesy, discretion and sound judgement when interacting with the public.

- Ability to understand and follow oral and written instructions.
- Ability to read meters and charts accurately and maintain records.
- Basic knowledge of water and sewer.
- Basic knowledge of the occupational hazards of the work and of the necessary safety precautions.
- Knowledge of and ability to operate pneumatic tools, machinery and equipment.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Positions open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at www.colonialbeachva.net. Return completed applications to Laura Corbin, Human Resources via email at lcorbin@colonialbeachva.net.