



Public Service Trainee

Minimum Qualifications

- Must be at least 18 years of age
- Must have a *VALID driver's license
- Acceptable Driving Record (based on Insurance Company Coverage)
- Background Check Required
- Drug Test Required
- GED or High School Diploma Preferred

\$14.00 Hourly

\$2,240.00 Monthly

\$29,120.00 – Annually

\$18.00 Hourly -CDL License holders**

\$2,880.00 -Monthly

\$37,440.00 - Annually

DESCRIPTION OF THE WORK:

Performs routine unskilled and limited semi-skilled manual labor, in the construction and/or maintenance of water and sewer lines, meter repair, grounds and maintenance, water/sewer installations, and cross connections. Performs a variety of indoor/outdoor tasks, using some small hand-operated power tools and mechanical equipment. May operate trucks and other equipment to transport personnel and tools to and from work sites, and to load, unload, and move materials. (The use of an iPad, or other electronic devices, may be required.)

ESSENTIAL REQUIREMENTS OF THE WORK:

Ability to perform heavy manual tasks; ability to understand and follow simple written or oral directions; physical strength and stamina; communicates clearly; treats others with professionalism and respect. Must be able to read and write and have some experience in heavy manual labor work; or a combination of education and experience equivalent to these requirements.

DUTIES/ RESPONSIBILITIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in this category of work.)

Warehouse – Field Services Water & Sewer Repair Crews

Responsibilities

- Performs routine unskilled and limited semi-skilled manual labor, in the construction and/or maintenance of water and sewer lines, meter repair, water/sewer installations, and cross connections
- Performs a variety of indoor/outdoor tasks, using some small hand-operated power tools and mechanical equipment
- May operate trucks and other equipment to transport personnel and tools to and from work sites, and to load, unload, and move materials
- Assists with repairs to cleanouts and manhole castings; seeks overflowing manholes during periods of wet weather
- Restocks crew truck with parts; assists with the repair of water and sewer lines; fills out daily reports
- Assists with repairs to cleanouts and manhole castings; seeks overflowing manholes during periods of wet weather
- Performs various construction, maintenance, and repair tasks related to the operations of the department such as installing pipes and constructing simple structures for protecting equipment and tools

Service Department -Meter Reading and Water & Sewer Installations

- Installs and replaces residential meters; responds to emergency calls; installs and disconnects water service
- Reads meters; re-reads meter when requested by the billing department
- Travels throughout the work day turning water on and off for new or existing customers
- Completes work orders sent by customer service; performs meter changeouts; works with electronic devices daily
- Installs up to 1 1/2-inch commercial meters; assists the commercial meter replacement crew