



**POSITION DESCRIPTION
CITY OF MUNCIE, INDIANA
SANITARY DISTRICT**

POSITION: Crew Person
DEPARTMENT: Sewer Maintenance
WORK SCHEDULE: 7:00 a.m. – 3:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: May 2010
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Muncie Sanitary District provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Crew Person for the Muncie Sanitary District Sewer Maintenance Department, responsible for cleaning, repairing, and maintaining sanitary and storm sewers, inlets, manholes, and various structures.

DUTIES:

- Cleans, repairs, and maintains sanitary and storm sewers, including inlets, manholes, and various structures as assigned, and completing and submitting work orders and maintenance reports.
- Operates various machinery and/or equipment in performance of duties, including, but not limited to, various hand tools.
- Periodically performs preventative maintenance on storm and sanitary sewer lines, manholes, inlets, and catch basins.
- Occasionally repairs or replaces manholes and/or inlet and catch basin covers, including removing asphalt or concrete if required.
- Shovels various materials, including crushed stone, sand, dirt, and asphalt when necessary.
- Operates computer for documenting sewer related information, including performing GIS tasks relating to sewer maintenance information, locating storm and sanitary sewer pipes, and records information into appropriate database programs.
- Serves on call and responds to emergencies on 24-hour basis from off-duty status.
- Performs related duties as assigned.



I. SKILLS AND KNOWLEDGE:

High school diploma or GED and training and/or experience in sewer construction and/or maintenance, or equivalent training or experience in related utility service.

Must be at least 18 years of age.

Ability to meet all Department hiring requirements, including passage of drug test and medical exam.

Working knowledge of sewer maintenance techniques relating to storm and sanitary sewer systems.

Knowledge of standard practices and procedures involving sewer line maintenance and ability to follow orders and directives.

Knowledge of standard English grammar, spelling and punctuation, and ability to complete assigned work orders and maintenance reports.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate various machinery and/or equipment in performance of duties, including, but not limited to, various hand tools.

Ability to physically perform assigned duties, involving driving, standing/walking for long periods, working in confined areas, wet/icy surroundings, near chemicals, fumes, odors, dust and dirt, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, and handling/grasping/fingering objects.

Ability to follow policies and procedures and legal requirements, and ability to apply such knowledge to interrelated processes, tasks, and skills.

Ability to utilize computerized programs and related software as required.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.



Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to apply knowledge of people and/or locations and plan and layout assigned work projects.

Ability to occasionally work extended hours, weekends and/or evenings.

Ability to serve on call and respond to emergencies on 24-hour basis from off-duty status. Possession of a valid Indiana driver's license, Commercial Driver's License (CDL), and a demonstrated safe driving record.

I. RESPONSIBILITY:

Incumbent performs sewer maintenance duties according to supervisor with work priorities primarily determined by service needs of customers. Incumbent receives immediate supervision with assignments performed according to specific detailed instructions. Care and skill is required to protect equipment, vehicles, and tools. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

Incumbent reports directly to Maintenance Superintendent.

II. PHYSICAL EFFORT:

Incumbent's duties often require physical exertion, involving sitting/walking at will, standing/walking for long periods, lifting/carrying object weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, handling/grasping objects, and hearing sounds/communication.

III. WORKING CONDITIONS:

Incumbent performs duties outdoors, involving working in extreme temperatures, in confined areas, wet/icy surroundings, near chemicals, fumes, odors, dust, and dirt. Incumbent must wear protective clothing and may respond to situations involving potential physical harm where safety precautions must be utilized to prevent injury to self and others. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult individuals. Incumbent occasionally works extended, weekend, and/or evening hours and serves on call and responds to emergencies on 24-hour basis.



APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Crewman for the Sewer Maintenance describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name