

**NEW Water
Job Description**



SECTION 1		DEMOGRAPHIC INFORMATION	
Job Title	Utility Helper-Seasonal	Division	Operations
Department	Maintenance	Reports To (Job Title)	Maintenance Manager
Full-Time / Part-Time	Part Time	Part-Time (Hrs per Wk)	N/A
Pay Grade	Starting Rate: \$12.62	Exempt/Non-exempt	Non/Exempt
Adoption Date (original job description date)	May 7, 2015	Last Revision Date	July 8, 2020
Approved By (generally same as "Reports To")	Maintenance Manager	Human Resources Approval Date	August 18, 2020
Director Approved By (Job Title)	Director of Operations		Operations

SECTION 2	JOB SUMMARY
<p>In support of the NEW Water culture of Safety, Respect, Team, and Environment, the Utility Helper's primary role is to provide support to the Maintenance Department. This position will be responsible for performing minor maintenance and landscaping activities on the buildings, grounds, and equipment located in NEW Water's wastewater treatment facilities and collections system. Responsible for cleaning, painting, inspections, lawn care, and snow removal using some motorized equipment and power tools. Provide support and assistance to the Utility Workers.</p> <p>Work direction is received through the Mechanical Team Leader and performed under general direction. Work is reviewed for quality, thoroughness, and timeliness by the Mechanical Team Leader or the Maintenance Manager, through observation of results and reports generated by the Computerized Maintenance Management System (CMMS).</p>	

SECTION 3.....		DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Description of Duties		Frequency
Key Area: Facility Grounds Maintenance		50% of job
Performs grounds maintenance, including: exterior painting, landscaping, planting, weed control, fertilizing, mulching, lawn cutting, tree and shrubbery pruning, collecting leaves, rodent and insect control, snow removal, and salting.		Daily
Uses hand and power tools, lawn mowing, and snow removal equipment.		Daily
Maintenance of lawnmowers, cleaning, greasing and blade sharpening		Monthly
Key Area: Building and Vehicle Maintenance		40% of job
Paints interior facilities.		Monthly
Sweeps and cleans floors including the Maintenance garage, Administration drive thru and facility tunnels. Stripping, waxing and buffing of floors, offices, including the Compressor Building and Pump Station		As Needed
Performs general cleaning, CyberLock cleaning, emptying trash cans, garbage removal, and light janitorial to maintain and improve the operation and appearance of NEW Water's facilities		Daily
Assists staff in emptying and filling of media in Heating, Ventilation, and Air Conditioning (HVAC) units. Cleaning of the Compressor Building intake filters		As Needed
Washing and cleaning NEW Water vehicles		As Needed
Key Area: Safety		10% of job
Ensures that all NEW Water safety and security policies are followed.		Daily
Participates in safety and security training as directed by the Maintenance Manager.		Monthly
Reports unsafe conditions within the plants and makes recommendations to correct the issue.		As Needed
Communicates with the Maintenance staff and other NEW Water staff regarding safety hazards.		Daily
Takes appropriate action when a safety hazard is identified (i.e. notifies direct supervisor and staff after properly identifying and mitigating the hazard).		As needed

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Other:	
Perform other job related duties as assigned.	As needed
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	As needed
Follow organizational policies and procedures.	Daily

SECTION 4 EDUCATION REQUIRED

Minimum Level of Education	Field(s) of Study
Enrolled in high school or college	
Additional Information Regarding the Required Education:	

SECTION 5 EXPERIENCE REQUIRED

Years of Experience	0 - 6 months
Other Specific Experience Required or Preferred	Knowledge of the safe operation of a wide variety of power tools and equipment, including lawn care and snow removal is preferred.

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Yes	
Preferred Certification/Licensure		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

The individual must be reliable, work with initiative, and work well with others. An understanding of safe work practices, hazard recognition, and the proper use of safety and personal protective equipment is required.

Must have good oral and written communication skills and the ability to keep accurate records. Ability to work independently or as a part of a team and be able to establish and maintain effective working relationships with internal and external customers.

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED

Microsoft Outlook, Word, Excel, SharePoint, ExecuTime (Time and Attendance).

SECTION 9 EQUIPMENT / MACHINERY UTILIZED

NEW Water vehicles, electric carts, off road utility vehicles, lawnmowers, leaf removal equipment, snow removal equipment, floor buffers, hand and power tools.

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT

Description of Duties	Check One
Job Centered / Work Unit: <u>Decisions made</u> are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: <u>Decisions made</u> may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
Multiple Departments: <u>Decisions</u> are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: <u>Decisions</u> are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

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SECTION 11 JUDGMENTS / DECISION-MAKING EXAMPLES

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed

Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Spraying herbicide making sure they're spraying weeds not desirable plants.	Utility Worker/ Mechanic Team Lead	As needed
Prepping flower and tree beds for mulching and applying proper amount of mulch, and making sure trees and bushes don't have mulch touching them.	Utility Worker/ Mechanic Team Lead	As needed
Using the proper sequence for stripping/ finishing hard floors.	Utility Worker/ Mechanic Team Lead	As needed

SECTION 12..... PROBLEM SOLVING

Example of Problem (3-5 examples)	Resources Used
Mixing proper gas to oil ratio for lawn equipment	Utility Worker, Mechanic Team Lead
Hauling brush	Utility Worker, Mechanic Team Lead
Safely utilizing seasonal worker equipment	Utility Worker, Mechanic Team Lead

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed

Title/Description of Contact	Purpose of Contact	Frequency
Mechanic Team Lead	Work assignment	Daily
Utility Worker	Proper procedures for doing the job safely and correct	Weekly

SECTION 14 SUPERVISION / MANAGEMENT AUTHORITY

Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employees <u>Directly Supervised</u>			
# Employees	Job Title		

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Employees Indirectly Supervised

# Employees		Job Title	

SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS

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SECTION 16ADDITIONAL COMMENTS

As this position is included in the annual medical respiratory evaluation program, facial hair, beards, sideburns, etc., which extend into the facepiece-to-face fit area are not permitted. Mustaches or neatly trimmed goatees must be sufficiently short so as not to interfere with the overall function of the respirator.

THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.