

POSITION SUMMARY AND APPLICATION INSTRUCTIONS

WATER DEPARTMENT LABORER

Water Utility Laborer – The Roxbury Twp. Water Dept. is accepting applications for this full time position. Work tasks include hydrant flushing and painting, valve exercising, repair/replace water mains and building and grounds maintenance. EOE.

Send application/resume to: Melanie Michetti, Township of Roxbury, 1715 Route 46, Ledgewood, NJ 07852 or michettim@roxburynj.us

JOB DESCRIPTION

WATER DEPARTMENT LABORER

GENERAL PURPOSE

To perform various duties as instructed relating to the maintenance of Township's public water system and associated facilities, buildings and grounds. Work tasks include: reading meters, replacing meters and transmitters, repair/replace water mains and associated equipment, system maintenance including hydrant flushing and valve exercising and building and grounds maintenance. Equipment necessary to be operated to perform said duties include pickup and utility trucks, lawn mowers, weed whackers and various hand tools. Other work tasks include assisting other departments and the public as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to effectively communicate and respond to concerns/complaints from Township residents.

Ability to replace mechanical equipment and repair water lines.

Perform meter readings and replace meters and transmitters.

Perform routine maintenance including hydrant flushing and painting, valve exercising and replacement.

Maintaining water utility properties including lawn maintenance and weed control.

Building maintenance and repair including cleaning and painting.

Maintains and operates various equipment as required including cleaning, greasing, washing and reporting to the supervisor any maintenance problems.

Any other applicable functions as required of the position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent

Experience involving proper operation of related machinery preferred

Necessary Knowledge skills and abilities:

Knowledge of the operating principles of trucks, small equipment and mowers.

Ability to understand and follow oral or written instructions; ability to communicate effectively verbally and in writing where necessary; ability to observe proper safety precautions; ability to establish effective working relationships with other employees,

supervisors and the public; ability to perform heavy manual tasks under varying weather conditions; ability to drive and operate a variety of vehicles under varying weather conditions.

New Township employees are subject to a background check, pre-employment drug screening and a ninety (90) working day probationary period.

Existing employees are subject to a thirty (30) day probationary period

SPECIAL REQUIREMENTS

Valid NJ CDL Class B drivers license preferred

Preferred candidate should reside within 30 minute travel time

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk and hear; walk; sit; climb or balance; stoop, kneel or crouch; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works outside in all weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions and a loud work environment.