



NORTHERN MORAIN W R D

Job Description Temporary Laborer

Effective Date: July 20, 2021

FSLA Status: Non-Exempt

Pay Range: Unit 1 Grade 4; (Effective May 11, 2021 is \$17.74-\$20.87-\$23.99 per hour)

Nature of Work:

The Temporary Laborer performs a combination of corrective and preventative maintenance work in addition to various trade work on the District's property including all structures, fixtures and equipment located at the wastewater treatment facility or administrative building. Maintenance work includes cleaning, lubrication, adjustment, inspection, and repairs on machines and related equipment which may include pumps, engines, centrifuges, generators, valves, gates, conveyors, blowers, chemical feed, and disinfection equipment. Trade work includes carpentry, painting, plumbing, masonry, electrical, and other related work.

Work involves repairs, installation, and maintenance of structures, fixtures, and equipment located at the treatment plant and administrative building. This includes learning to inspect and become proficient at mechanical and electrical instrumentation and troubleshooting. Work requires the ability to use hand tools, power tools, measuring and testing devices, the operation of motorized equipment, and the expenditure of heavy physical labor. Work is performed under the supervision of the District's Superintendent who reviews work through observation and reports for results obtained, including completeness, accuracy, and workmanship.

Examples of Essential Job Functions:

Performs checks to ensure that basic machinery and electrical needs are being met and nothing is presenting future or current operational issues. This monitoring includes checking for and completing the replacement, repairs, or installation of light bulbs, fluorescent tubes, windows, doors, partitions, ceiling or floor tiles, wall segments, door locks, paint, and other similar facility maintenance needs. Operate and perform a variety of tasks generally described as painting, plumbing, masonry, electrical, and carpentry work throughout the District's facility.

Troubleshooting hydraulic, pneumatic, and electronic equipment and instrumentation.

Maintains inventories of treatment chemicals; orders chemicals and related supplies; prepares or assists in the preparation of operational reports.

Prepares and files various reports of work accomplished; prepares vendor and procedure lists; maintains equipment parts orderings lists; orders parts; proposes budgetary items.

Operates various types of equipment and performs a variety of tasks in the maintenance, installation, and repairs.





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Operates a wide variety of equipment and vehicles of various classifications as qualified and assigned including dump trucks, tractors, saws, mowers, loaders, generators, pumps, backhoes, and other equipment; operates various hand and power tools; performs snow and ice control duties.

Performs various semiskilled building maintenance, repair and construction tasks including painting, plumbing, masonry, electrical and carpentry work related to facility construction, operation and maintenance. Cleans, sweeps, washes and performs maintenance and repairs in the public buildings and wastewater facilities; cleans and conducts preventative checks and maintenance of vehicles and equipment used.

Performs landscaping activities including mowing grass, seeding, fertilizing and sweeping, raking grounds, planting and trimming trees and shrubs, and general gardening; performs landscaping after construction or repairs to restore and replenish topsoil; rakes, grades and seeds the area as needed.

Cleans and makes minor repairs to tools and equipment, including lubricating equipment and sharpening tools.

Ensures that equipment is used safely and in accordance with standard procedures and precautions.

Performs heavy physical labor.

Responds to emergency situations caused by severe weather, electrical services outages, or other disruptions; evaluates and corrects situation, communicates with supervisor.

Assists others in related departments when necessary.

Provides effective and efficient customer services, promotes, and maintains responsive community relations.

Follows safe work practices.

Other Job Functions

Performs related duties as assigned.

Requirements of Work

Graduation from high school (or GED); experience in work which provides a familiarity with the trades and equipment used in semiskilled masonry, carpentry and/or electrical and mechanical facility operation; or any other equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

Knowledge of general maintenance, construction and labor tools, equipment and practices.





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Knowledge of the routine phases of several trades.

Knowledge of the occupational hazards and safety precautions necessary to the proper execution of assignments.

Ability to recognize mechanical and electrical problems and take corrective action.

Ability to diagnose equipment malfunctions.

Ability to read, interpret, and work from schematics and maintenance manuals.

Ability to maintain work records.

Ability to understand and follow oral and written instructions.

Ability to learn a broad range of electrical and mechanical maintenance skills.

Ability to establish and maintain effective working relationships with others.

Physical strength and agility sufficient to perform relatively heavy manual work.

Skill in the use of a variety of hand tools, power tools, and other equipment required by the work.

Physical Demands

The physical demands described here 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 the essential functions.

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

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to noisy environments, tight, dusty, fumes and vibration. Exposure to sludge and sewage is also required for this position, although less frequent.

