

Benton / Washington Regional Public Water Authority

Job Description

Maintenance Assistant REVISED 9/28/2021

Job Summary

The Maintenance Assistant (MA) is an entry level position for unlicensed personnel required to maintain the Authority's Water Treatment Plant, Distribution System, and other associated facilities. This position requires that an individual have a minimum of a High School Diploma or Equivalent, experience with mechanized equipment such as mowers, weed eater, and tractors, as well as, operating hand tools. Some maintenance experience on water system appurtenances, including but not limited to, pumps, motors, chemical feed systems, and treatment plants is preferential. Appropriate training to obtain the necessary licensing to move to Maintenance Specialist I position will be provided by the employer.

This position is generally a Monday through Friday position with work hours designated as 0700 to 1530 hours and is located at Authority's Water Treatment Plant. Because the treatment facility is a 24-hour, seven days per week facility, this position will require that work sometimes occur on weekends, and holidays; and can include work not only at the treatment plant, but also at any of the Authority's facilities located in Benton and / or Washington Counties.

The MA position is under the direct supervision of the Maintenance Supervisor and Maintenance Foreman. This position is classified as non-exempt or hourly.

Physical Requirements

- A.) The MA employee must be able to pick up a minimum of 75 pounds at waist height and handle that load without injury or loss of control.
- B.) They must be able to climb up and down stairs, ramps, and ladders. The employee must also be able to grip and operate hand tools and as well as mechanized tools. They must be able to climb to a maximum height of 250 feet on elevated water storage tanks using the proper safety equipment. They must also be able to work outdoors safely in all weather conditions that can occur in Northwest Arkansas.
- C.) Must be able to perform and complete assigned shift work. This may include work during nights, weekends, as well as holidays if called upon.
- D.) The MA employee must be familiar with MSDS documents and know how to read, interpret, and implement that information necessary to safely, maintain, and handle chemicals, chemical containers, and chemical feed equipment. The employee is also responsible for correctly utilizing the proper Personal Protective Equipment (PPE) when required and informing the Supervisor when their PPE needs to be repaired or replaced.
- E.) The MS I must be familiar with, and utilize, all required safety procedures and equipment for entry into, and while working in, confined spaces.

Minimum Requirements

- A.) Must complete all required Arkansas Department of Health minimum training requirements for a licensed Water Distribution Operator License within 1 year of the hiring date.
- B.) Is responsible for maintaining all maintenance activity records for work completed and ensuring that tools, parts, and supplies are cleaned, utilized, and inventoried as directed.

- C.) Is responsible to ensure that the work areas are maintained in a clean and orderly manner
- D.) Must be able to safely operate motorized equipment including but not limited to, lawn mowers, tractors, pumps, motors, generators, and trimmers
- E.) Must have a High School Diploma or equivalent.
- F.) Must be a minimum of 18 years of age, as well as pass pre-employment drug screen, and random drug screening once hired, and pass a pre-employment Criminal History screening.
- G.) The MA must have, or obtain within 30 days, and subsequently retain a valid Arkansas or Missouri driver's license. Employees must have a clean driving history and maintain that record while employed. Driving records will be validated by the Employer's insurance company.

General Requirements

- A.) MA staff members must have, and consistently demonstrate, above average communication and human relation skills. Specifically, in as how they relate to other Authority personnel, Authority Directors, Member's facilities, regulatory personnel, and the public.
- B.) The MA is expected to assist employees in the job performance of their daily duties in a timely and correct manner independent of supervision and with the proper instruction when necessary.
- C.) The MA will perform other duties as assigned by the Maintenance Supervisor.
- D.) In accordance with Act 593 enacted in 2017 by the Arkansas Legislature and signed by the Governor of Arkansas, and because the Benton Washington Regional Public Water Authority produces potable water for public consumption which requires the use of hazardous chemicals and other hazardous working conditions, **all employment positions, including full-time, part-time, and seasonal or temporary positions with the Benton Washington Regional Public Water Authority are deemed as "Safety Sensitive Positions". As such, no employee can use or be under the influence of medical marijuana or other prescribed cannabis products while at the workplace and performing their designated job functions**
- E.) The MA is expected to conduct themselves as a professional at all times and conform to the Authority's policies and procedures as outlined in the Personnel Handbook.

Additional Work Conditions

The Authority reserves the right to test any employee for operational proficiency and / or for controlled substances or alcohol consumption at the sole discretion of the Authority and without prior notice to the employee.

All applicants for this position will be subject to a pre-employment Criminal Background Check and a pre-employment Drug Test prior to any offer of employment.

The Benton / Washington Regional Public Water Authority is an at-will employer

Job Description Acknowledgement

Maintenance Assistant

I _____ (state your name) have read the requirements as described in the job Description for the Maintenance Assistant position, and can to the best of my knowledge meet those requirements as described.

Exceptions: _____

Signed: _____

Date: _____

Manager: _____

Date: _____