

## AMHERST COUNTY SERVICE AUTHORITY

### JOB DESCRIPTION

**Title:** Utility Service Worker / Meter Reader Apprentice

**Job Summary:** Performs services in the areas of customer service, meter reading, wastewater treatment plant operations, sewage pump station operations, Water Office duties, routine utility maintenance, and other work as needed. The Apprentice receives detailed instructions on tasks and the work is closely supervised for accuracy and proper completion to required standards.

**Job Functions:** The Apprentice learns to:

- Operate wastewater treatment plants to meet regulatory standards, environmental protection requirements, and public health and quality of life needs;
- Operate sewage pump stations to ensure optimal performance;
- Maintain shift operation daily logs, and record laboratory test results, equipment performance observations, instrument readings, and other information;
- Collect water and wastewater samples to determine and record water quality;
- Read water meters and download data into Water Office computers;
- Clean, service, replace, and test water meters;
- Investigate and address customer inquiries and complaints;
- Flush water lines on a regular basis to maintain water quality;
- Perform buildings and grounds maintenance;
- Occasionally provide maintenance/construction staff with traffic control and other assistance;
- Provide first aid if an accident occurs, call 911 if needed, and report the injury to the supervisor;
- Perform all work in a manner that promotes personal and co-workers safety, protects ACSA, public, and private property, and promotes public health and environmental protection;
- Perform all assigned tasks with respect and discipline, recognizing the superior experience of more experienced operators and the importance of maintaining high water quality;
- Other duties as needed.

**Pre-Employment Knowledge, Abilities, & Skills (that apply to Essential Job Functions):**

Basic knowledge of mechanical equipment operation. Ability to learn to understand and operate water and wastewater infrastructure per established policies, procedures, and regulatory standards. Ability to perform basic mechanical and building grounds maintenance, complete arithmetic calculations quickly and accurately, communicate effectively orally and in writing, establish and maintain good working relationships with ACSA staff, customers, and others encountered in the work, develop an understanding of basic biological and chemical concepts and their impacts on water and wastewater treatment processes, and think analytically and develop good troubleshooting skills.

**Required Qualifications at Hiring:**

Training and/or education for all classes:

- High school diploma or GED.

Experience:

- None required.

Licenses or Certifications:

- Current and valid Virginia driving license.

**Required to Maintain Employment:**

- Obtain Water Treatment Operator, Class IV license within one year of starting work;
- Obtain Water Treatment Operator, Class III license within three years of starting work;
- Obtain certification in first aid, first response, and CPR within one year of starting work;
- Obtain VA Dept. of Transportation traffic control flagging certificate within one year of starting work.

**Special Requirements:**

- None.

**Physical Demands:** Position requires light to occasional heavy physical effort, often outdoors and involving stooping, bending, and lifting; periodic repeated lifting of 50 lbs. bags during the unloading, storing, and handling of treatment chemicals; and outdoor work in all kinds of weather is normal.

**Unusual Demands:** Position requires non-standard work hours (shifts include early mornings, evenings, weekends, and holidays), being on 24 hours call for emergency response, use of power tools, and exposure to the hazards of moving machinery, chemicals, dirt, soil, grease, noise, and vibration.

**FLSA Status:** Non-exempt.

For Job Applicant: Is there any reason you would be unable to fulfill the requirements of this job?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_