

JOB DESCRIPTION

TITLE: UTILITY MANAGER

DEPARTMENT: WATER AND SEWER UTILITY

CLASSIFICATION: UNCLASSIFIED

STATUS: FULL TIME [X] PART TIME []

UPDATED: DECEMBER 7, 1998

DESCRIPTION OF DUTIES

Position is responsible for the supervision and directing the activities of groups of workers engaged in the maintenance of the Township water distribution system and sewer distribution system including: lines, wells, pumps, pump stations, water towers and storage tanks. Work also includes water meter reading and maintenance.

Employee in this class supervises laborers and equipment operators to perform stated functions. This employee will work along side staff members as the need arises in order to complete certain tasks.

Employee uses considerable independent judgement in coordinating and supervising assigned projects.

RESPONSIBILITIES

- * Recommends the hiring and disciplinary action of departmental employees
- * Prepares work records and reports as may be required by the Township Administrator
- * Prepares and manages the department's budget
- * Participates in labor negotiations with the Township Administrator as prescribed by the Administrator
- * Performs other functions and duties as required by the Township Administrator and/or Township Committee
- * Assigns, schedules, and supervises labor crews engaged in the maintenance of the Township water and sewer distribution systems.
- * Assigns, schedules, and supervises labor crews engaged in minor construction projects and repairs of the systems.
- * Inspects work done by crews to determine compliance with prescribed standards
- * Conducts periodic performance evaluation of department employees.
- * Arranges for the delivery of material, supplies and equipment for the maintenance of the systems.
- * Maintains necessary records as required by the State of New Jersey.

- * Completes required reports to State of New Jersey agencies as required.
- * Performs other, duties as required.

SKILLS, KNOWLEDGE, and ABILITIES

- * Thorough knowledge of the hazards and necessary precautions of the work and of methods of promoting safety among subordinates.
- * Ability to establish and maintain effective relationships with subordinates, other employees and the public.
- * Ability to plan, assign, coordinate and supervise the work of groups of subordinates engaged in a wide variety of projects.
- * Ability to understand and follow complex oral and written directions.
- * Ability to keep records and make reports.
- * Thorough knowledge of the materials, methods, and techniques commonly used in the maintenance and operation of a water and sewer distribution systems.
- * Thorough knowledge of standard operating methods of a water well system and sewerage distribution system.

EDUCATION REQUIREMENTS

- * Graduation from a standard high school or vocational school, or equivalent combination of training, experience and education.
- * Holder of a New Jersey Operators license for water and sewer as required by the State of New Jersey for the size Township.
- * Holder of a valid New Jersey driver's license.

SUPERVISION:

Township Administrator
Township Committee

COMPENSATION:

This is a position that has no over time for hours worked beyond 40 hours per week.

PHYSICAL DEMANDS

Ability to meet approved minimal physical and medical standards.

JOB DESCRIPTION

TITLE: UTILITY SUPERVISOR

DEPARTMENT: WATER AND SEWER UTILITY

CLASSIFICATION: UNCLASSIFIED

STATUS: FULL TIME [X] PART TIME []

UPDATED: FEBRUARY 5, 1996

DESCRIPTION OF DUTIES

Position is responsible supervisory work in directing the activities of groups of workers engaged in the maintenance of the Township water distribution system and sewer distribution system including: lines, wells, pumps, pump stations, water towers and storage tanks. Work also includes water meter reading and maintenance.

Employee in this class supervises laborers and equipment. to perform stated functions. As a working supervisor, employee also operates equipment and labors with employees to accomplish departmental tasks.

Employee uses considerable independent judgement in coordinating and supervising assigned projects.

RESPONSIBILITIES

- * Assigns, schedules, and supervises labor crews engaged in the maintenance of the Township water and sewer distribution systems.
- * Assigns, schedules, and supervises labor crews engaged in minor construction projects and repairs of the systems.
- * Arranges for the delivery of material, supplies and equipment for the maintenance of the systems.
- * Works side-by-side with employees in performing all tasks assigned to Water and Sewer Utility.
- * Maintains necessary records as required by the State of New Jersey.
- * Completes required reports to State of New Jersey agencies as required.
- * Performs other, duties as required.

SKILLS, KNOWLEDGE, and ABILITIES

- * Thorough knowledge of the hazards and necessary precautions of the work and of methods of promoting safety among subordinates.
- * Ability to establish and maintain effective relationships with subordinates, other employees and the public.
- * Ability to plan, assign, coordinate and supervise the work of groups of subordinates engaged in a wide variety of projects.
- * Ability to understand and follow complex oral and written directions.
- * Ability to keep records and make reports.
- * Thorough knowledge of the materials, methods, and techniques commonly used in the maintenance and operation of a water and sewer distribution systems.
- * Thorough knowledge of standard operating methods of a water well system and sewerage distribution system.

EDUCATION REQUIREMENTS

- * Graduation from a standard high school or vocational school, or equivalent combination of training, experience and education.
- * Completion and holder of a New Jersey Water Operators license as required by the State of New Jersey for the size Township.
- * Must be the holder of a valid New Jersey driver's license.

SUPERVISION:

Township Administrator

PHYSICAL DEMANDS

Ability to meet approved minimal physical and medical standards.

JOB DESCRIPTION

TITLE: UTILITY FOREMAN

DEPARTMENT: WATER AND SEWER UTILITY

CLASSIFICATION: UNCLASSIFIED

STATUS: FULL TIME [X] PART TIME []

UPDATED: February 5, 1996

DESCRIPTION OF DUTIES

The Foreman of Water and Sewer Utility will continue as a working (on the job) employee. He shall work within the parameters of his job title and description as well, and job title and description of Foreman. The foreman shall remain under the direction of the Department Head and shall exercise independent judgement in coordinating and supervising the functions of the Sanitation and Recycling operations of the Water and Sewer Utility.

Position is responsible supervisory work in directing the activities of groups of workers engaged in the maintenance of the Township water distribution system and sewer distribution system including: lines, wells, pumps, pump stations, water towers and storage tanks. Work also includes water meter reading and maintenance.

Employee in this class supervises laborers and equipment. to perform stated functions. As a working supervisor, employee also operates equipment and labors with employees to accomplish departmental tasks.

Under the general direction of the Department Head, employee uses considerable independent judgement in coordinating and supervising assigned projects.

RESPONSIBILITIES

- * Ability to keep records needed for reports to State of New Jersey pertaining to operation of Water and Sewer systems.
- * Assigns, schedules, and supervises labor crews engaged in the maintenance of the Township water and sewer distribution systems.
- * Assigns, schedules, and supervises labor crews engaged in minor construction projects and repairs of the systems.
- * Arranges for the delivery of material, supplies and equipment for the maintenance of the systems.
- * Works side-by-side with employees in performing all tasks assigned to Public Works Department.
- * Performs other, duties as required.

- * Ability to use hand tools, and operate all Utility equipment including but not limited to back hoe, dump truck, pump hoist, mole equipment, sewer snake and sewer jet.
- * Ability to make minor repairs to water and sewer system.
- * Ability and knowledge to accomplish necessary daily testing procedures.

SKILLS, KNOWLEDGE, and ABILITIES

- * Thorough knowledge of the hazards and necessary precautions of the work and of methods of promoting safety among subordinates.
- * Ability to establish and maintain effective relationships with subordinates, other employees and the public.
- * Ability to plan, assign, coordinate and supervise the work of groups of subordinates engaged in a wide variety of projects.
- * Ability to understand and follow complex oral and written directions.
- * Ability to keep records and make reports.
- * Thorough knowledge of the materials, methods, and techniques commonly used in the maintenance and operation of a water and sewer distribution systems.
- * Thorough knowledge of standard operating methods of a water well system and sewerage distribution system.

EDUCATION REQUIREMENTS

- * Graduation from a standard high school or vocational school, or equivalent combination of training, experience and education.
- * Completion and holder of a New Jersey Water Operators license as required by the State of New Jersey for the size Township.
- * Must be the holder of a valid New Jersey driver's license.

SUPERVISION:

Water and Sewer Utility Supervisor
Township Administrator

PHYSICAL DEMANDS

Ability to meet approved minimal physical and medical standards.

JOB DESCRIPTION

TITLE: Licensed Plumber/Utility Maintenance

DEPARTMENT: Water and Sewer Utility

CLASSIFICATION: Nonexempt

STATUS: FULL TIME (X) PART TIME ()

UPDATED: April 5, 2004

DESCRIPTION OF DUTIES

Employee performs various meter installation tasks along with installation of related equipment.

Employee engages in the maintenance of the Township water distribution system and sewer collection system including: lines, wells, pumps, pump stations, water towers and storage tanks. Work also includes water meter reading and maintenance.

Employee also operates equipment and labors to accomplish departmental tasks.

RESPONSIBILITIES

- Ability to keep records needed for reports to State of New Jersey pertaining to operation of Water and Sewer System.
- Arranges for the delivery of material, supplies and equipment for the maintenance of the system.
- Ability to use hand tools and operate all utility equipment including, but not limited to back hoe, dump truck, pump hoist, mole equipment, sewer snake and sewer jet.
- Ability to make minor repairs to water and sewer system.
- Ability and knowledge to accomplish necessary daily testing procedures.

WORK ACTIVITIES

SKILLS, KNOWLEDGE AND ABILITIES

- Thorough knowledge of the hazards and necessary precautions of the work and of methods of promoting safety among subordinates.
- Ability to establish and maintain effective relationships with subordinates, other employees and the public.
- Ability to understand and maintain effective relationships with other employees and the public.
- Ability to understand and follow complex oral and written directions.
- Ability to keep records and make reports.
- Thorough knowledge of the materials, methods and techniques commonly used in the maintenance and operation of a water and sewer distribution system.
- Thorough knowledge of standard operating methods of a water well system and sewerage collection system.
- Thorough knowledge of process of installation of water meters and all related equipment.
- Ability to perform modifications and repairs to residential plumbing systems

EDUCATION REQUIREMENTS

- High School Diploma or GED.
- Valid New Jersey Commercial Driver's License (Class "B" with tanker endorsement).
- Must maintain a New Jersey Master Plumber's License

SUPERVISION

Water and Sewer Utility Supervisor
Water and Sewer Utility Foreman
Township Administrator

PHYSICAL DEMANDS

Ability to meet approved minimal physical medical standards.

JOB DESCRIPTION

TITLE: Meter Technician

DEPARTMENT: Water and Sewer Utility

CLASSIFICATION: Nonexempt

STATUS: FULL TIME (X) PART TIME ()

UPDATED: March 23, 2001

DESCRIPTION OF DUTIES

Employee engages in the installation, maintenance and repair of the Township water meter system. Employee also operates meter reading equipment and labors to accomplish departmental tasks.

RESPONSIBILITIES

Ability to keep records needed for reports and customer accounts.
Arranges for the delivery of material, supplies and equipment for the installation and maintenance of water meters.
Ability to use hand tools and operate meter reading equipment.
Ability to make repairs to water meters as needed.
Ability and knowledge to accomplish water meter testing for accuracy.
Responsible for handling customer complaints.
Responsible for locating underground water service lines
Performs other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

Must be able to read a minimum of 300 walk route water meters per day.
Thorough knowledge of the hazards of working with underground utilities and water meters.
Ability to establish and maintain effective relationships with supervisors, other employees and the public.
Ability to understand and follow complex oral and written directions.
Ability to keep records and make reports.
Thorough knowledge of the materials, methods and techniques commonly used in the maintenance, installation, and repair of water meters.

EDUCATION REQUIREMENTS

High School Diploma or GED.
Valid New Jersey Drivers license

SUPERVISION

Water and Sewer Utility Manager
Water and Sewer Utility Foreman
Township Administrator

PHYSICAL DEMANDS

Ability to meet approved minimal physical medical standards.
Ability to walk long distances for long periods of time.

JOB DESCRIPTION

TITLE: Administrative Assistant

DEPARTMENT: Water/Sewer Utility

CLASSIFICATION:

STATUS: FULL TIME (X) PART TIME ()

NEW: July 11, 2001

DESCRIPTION OF DUTIES

General knowledge of all phases of Township government to effectively handle business concerns of the Water/Sewer Utility. Performs secretarial assignments of complex and confidential nature involving independent judgement, including composition of correspondence, operation of computer, maintenance of financial records and purchase orders as well as performing other general office duties not consistent with the department.

RESPONSIBILITIES

- Serves as liaison between Utility Supervisor and personnel.
- Directs incoming phone calls to Supervisor, records messages or provides information to callers.
- Research, collect and compile data relative to water meter software and hardware.
- Organizes and maintains record filing system and is responsible for records management and disposition according to law.
- Open and sort mail for distribution within utility office.
- Makes business calls for department as necessary.
- Mails department correspondence such as letters, surveys, forms, purchase orders and licenses, to appropriate persons.
- Performs basic arithmetic calculations to maintain departmental budget records as necessary, resolves discrepancies with Finance Department as necessary.

- photo copying of reports, files, etc., and provide clerical support to other employees as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Basic computer terminology and keyboard knowledge required.
- Moderate math proficiency with ability to perform basic equations, percentages and area calculations.
- Ability to read, write, speak and understand English, and competence in spelling, grammar, punctuation.
- Must be able to compose correspondence and other documents with minimum supervision.
- Possess organizational skills, initiative and be able to work independently.
- Possess the skills necessary to perform the duties listed above and has the ability to demonstrate those skills within the probationary period.

EDUCATION REQUIREMENTS

High School Diploma or GED

Minimum two years experience in secretarial field

SUPERVISION

Work with moderate or minimal supervision, following established departmental procedures and practices. Refers questions/problems to supervisor for resolution.

JOB DESCRIPTION

TITLE: UTILITY MAINTENANCE

DEPARTMENT: WATER AND SEWER UTILITY

CLASSIFICATION: Nonexempt

STATUS: FULL TIME [X]

PART TIME []

UPDATED: February 2, 1998

DESCRIPTION OF DUTIES

Employee engages in the maintenance of the Township water distribution system and sewer distribution system including: lines, wells, pumps, pump stations, water towers and storage tanks. Work also includes water meter reading and maintenance.

Employee also operates equipment and labors to accomplish departmental tasks.

RESPONSIBILITIES

- * Ability to keep records needed for reports to State of New Jersey pertaining to operation of Water and Sewer systems.
- * Arranges for the delivery of material, supplies and equipment for the maintenance of the systems.
- * Ability to use hand tools, and operate all Utility equipment including but not limited to back hoe, dump truck, pump hoist, mole equipment, sewer snake and sewer jet.
- * Ability to make minor repairs to water and sewer system.
- * Ability and knowledge to accomplish necessary daily testing procedures.

SKILLS, KNOWLEDGE, AND ABILITIES

- * Thorough knowledge of the hazards and necessary precautions of the work and of methods of promoting safety among subordinates.
- * Ability to establish and maintain effective relationships with other employees and the public.
- * Ability to understand and follow complex oral and written directions.
- * Ability to keep records and make reports.
- * Thorough knowledge of the materials, methods, and techniques commonly used in the maintenance and operation of a water and sewer distribution systems.
- * Thorough knowledge of standard operating methods of a water well system and sewerage distribution system.

EDUCATION REQUIREMENTS

- * High School Diploma or GED

- * Valid New Jersey Commercial Driver's License (Class "B" with tanker endorsement)

SUPERVISION:

Water and Sewer Utility Supervisor
Water and Sewer Utility Foreman
Township Administrator

PHYSICAL DEMANDS

Ability to meet approved minimal physical and medical standards.

JOB DESCRIPTION

TITLE: Laborer

DEPARTMENT: Water/Sewer Utilities

CLASSIFICATION: Nonexempt

STATUS: Full Time (X) Part Time ()

DATE: February 12, 2016

DESCRIPTION OF DUTIES:

Performs various duties as directed by Department Head and Foreman of the Water/Sewer Utilities Department as described in the following detail.

RESPONSIBILITIES:

- Performs duties as prescribed by Department Head and Foreman
- Employee is responsible to follow all safety rules and regulations described in the Water/Sewer Utilities Employee Manual
- Employee must follow directions given by the Department Head and Foreman and complete given tasks in a timely manner
- Responds to after hour emergency calls on a rotation basis when contacted by Department Head or Foreman
- Performs other duties as required

WORK ACTIVITIES, SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to understand and carry out oral instructions
- Ability to maintain effective working relationships with other employees and the public
- Knowledge of traffic laws of the State of New Jersey
- Ability to load, lift and move supplies and equipment
- Ability to dig trenches and perform manual grading
- Cuts grass
- Trims hedges
- Loads and unloads trucks
- Shovels snow
- Mixes cement and mortar
- Places forms used in concrete work
- Performs cold patching
- Cleans up underbrush, foliage, vines and weeds
- Cuts down trees
- Learns to operate construction and/or maintenance equipment and other small hand tools
- May learn to operate a pneumatic drill

- May learn to operate and make minor repairs to street, road and related water/sewer equipment
- Rake asphalt mixtures used in paving to proper thickness and grade
- May distribute asphalt mixtures to eliminate hollows and high spots in the surface under the construction or repair
- May patch joints and edges of pavement with asphalt cement
- May tamp and smooth asphalt pavement
- Sweeps streets and sidewalks
- Cleans sewers
- Loads debris into truck for removal
- Under direction, may learn to make routine repairs to valves, fittings, pipe sections or other equipment used in the area of assignment
- Drives trucks and snow plows

REQUIREMENTS:

- Appointees will be required to possess a valid New Jersey driver's license

KNOWLEDGE AND ABILITIES:

- Knowledge of the methods, material and supplies used to perform varied types of manual and unskilled tasks
- Ability to perform manual tasks either alone or as a member of a group
- Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions
- Ability to follow prescribed instructions
- Ability to learn to use the tools and equipment needed to perform routine, unskilled labor tasks
- Ability to follow safety precautions in the operation of assigned tools and equipment
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position

EDUCATION REQUIREMENTS:

- High School Diploma or GED

SUPERVISION:

- Department Head
- Foreman
- Township Administrator

PHYSICAL DEMANDS:

- Ability to meet approved minimal physical and medical standards