

POSITION DESCRIPTION
Flushing Assistant

DEPT: Construction

Serves as flushing assistant for summer hydrant flushing program.

Pay: \$17.00 per hour.

DUTIES:

Assists assigned supervisor in turning on and off valves and hydrants, and uses related equipment to accomplish directional flushing of Bangor Water's distribution system.

Operates various equipment including a District vehicle, valve wrenches, hoses, brush cutters, small hand and power tools, and pressure-measuring equipment.

Loads small trucks and trailers with appropriate equipment and supplies. Maintains traffic control, and sets cones and barricades to alert motorists and provide safety for fellow workers.

Records data electronically and completes paperwork as required.

May assist in maintaining grounds surround office, shop area, and other Bangor Water properties.

Attends safety, training, and other department meetings as required.

Performs related duties as assigned.

REQUIRED SKILLS AND KNOWLEDGE:

Ability to

- Perform duties associated with hydrant flushing including operating valves and hydrants
- Use a computer for data reporting using Microsoft Excel
- Follow written job orders and verbal instructions
- Prepare and submit accurate paperwork, including time cards and flushing records
- Deal with co-workers, customers, and members of the general public in a courteous, effective, and tactful manner
- Legally operate assigned Bangor Water vehicles, including insurability
- Operate equipment in an appropriate and safe manner

Must have a Class C driver's license and a high school diploma (or equivalent).

PERSONAL WORK RELATIONSHIPS:

Receives assignments and instructions from assigned supervisor. Performs duties under general directions and periodic supervision.

Maintains contact with supervisors, co-workers, and members of the general public to ensure proper completion of assignments.

Reports to the assigned supervisor or construction supervisor.

WORK ENVIRONMENT:

Performs duties that require frequent bending, lifting, pushing and/or pulling of equipment and tools. Required to remain standing and work for long periods of time, and is exposed to jolting, bumping, and vibrations when operating equipment.

Performs majority of duties outdoors in varying weather conditions, and is periodically exposed to excessive noise, dust, and vehicle and equipment fumes. Safety precautions must be used at all times to avoid injury to self and others.

ESSENIAL JOB REQUIREMENTS:

Ability to

- Perform manual labor, often standing for long periods of time
- Operate various small hand tools
- Legally operate assigned vehicles
- Perform electronic and paper record-keeping
- Work in accordance with Bangor Water's safety program
- Work in varying weather conditions
- Lift 50 lbs.
- Communicate with co-workers and members of the public in a courteous and effective manner