

COLUMBIANA WATER BOARD JOB DESCRIPTION

Job Title: **General laborer**

Department: Water

Reports To: Assistant Superintendent

Holidays: 13 Paid Holidays per year

Insurance: Local Government Health Insurance

Retirement: Retirement System of Alabama

Probation: 6 month probationary period

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. Applicant must be a team player with a friendly demeanor and helpful attitude.

Qualifications and Requirements

- High school diploma/GED required
- Possess and maintains a valid driver license as issued by the Alabama Department of Public Safety, and a driving record suitable for insurability.
- Must be physically able to perform the essential functions of the position.
- Ability to pass a drug test and physical.
- Back ground check.
- Grade I or II Operator Certification or CDL preferred

Knowledge, Skills, Abilities

- Ability to establish and maintain effective working relationship with other employees and the general public.
- Ability to maintain confidentiality and to adhere to prescribed Board Policies.
- Ability to communicate both verbally and written.
- Adhere to safe working practices and procedures.

Duties

- Must be willing to be on call nights, weekends and holidays.
- Performs meter readings
- Removes and replaces broken and inoperative water meters.
- General maintenance and repairs to water system.
- Performs routine operations and maintenance.
- Checking the wells and keeping proper records.
- Operating machinery.
- Must be able to work in wet and/or humid conditions, extreme heat and/or cold.
- Setting taps.
- Check and maintain equipment.
- Cut grass/lawn maintenance.

Salary

- Negotiable, depending on knowledge and experience