

Public Works, Water and Wastewater Apprentice
Job Description

Adopted by Resolution 6-2016 on October 5, 2016.

This resolution redefines the position of Public Works, Water and Wastewater Apprentice. The Public Works, Water and Wastewater Apprentice is an employee of the Town of Trappe and answers directly to the Superintendent of the Public Works Department and in his absence the Town Administrator/Town Council. This is a training classification wherein the trainee learns to operate a water treatment plant, wastewater reclamation and pumping stations.

The Apprentice is required to have a high school diploma or equivalent and must apply for and receive a Temporary Certificate as a Water and Wastewater Treatment Plant Operator prior to commencing work. The Operator is also required to possess a valid Maryland driver's license.

This position shall be hourly, full-time employment working such hours as required, to accomplish the duties assigned but not to exceed 40 hours in any given week without Supervisory approval and additional compensation. This position requires working weekends and holidays on a rotating schedule with other licensed operators at the wastewater treatment plant. Being on call does not constitute work hours unless required to come in. Employees in this class are essential, thus subject to call back under emergency conditions.

A. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Apprentice include, but are not limited to, the following items:

1. Learn to operate and maintain the Town Water Treatment and Distribution systems under the direction of the Superintendent.
2. Learn to operate and maintain the Town Wastewater collection and Treatment systems under the direction of the Superintendent.
3. Attend such courses and seminars as may be required to qualify for certification.
4. Execute the Public Works Department duties and responsibilities to include routine maintenance of the Town streets, sidewalks, parks, buildings and equipment under the direction of the Superintendent.
5. Maintain and mow all Town owned properties under the direction of the Superintendent. To include weed eating, trimming of shrubbery, removal of debris/limbs and leaf blowing.
6. All other duties as assigned.

B. AUTHORITY

The Authority of the Apprentice, under the direction of the Superintendent, will include but may not be limited to the following:

1. Act as an agent of the Town within the scope of the Public Works Department.

2. Inspect lateral, connections to the Town Water and Wastewater systems in the event of their repair, installation or modification by property owners or contractors.
3. Inspect work performed by any contractors doing work for the Town related to the Public Works Department.
4. To turn off and/or disconnect water and/or sewer services and connections when code violations or other conditions are observed that could constitute an immediate threat to the Town water or sewer system operation or to the health and safety of town residents and for non-payment of water bills.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are subject to change by the employer and/or the Public Works Superintendent and are not intended to be an exhaustive list of all responsibilities, duties and skills required of the employee.

I have read and do understand the duties outlined in my job description.

Signature

Date

RESOLVED, this 5th day of October, 2016.



Norm Fegel



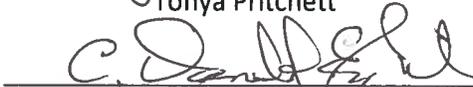
Rosalee Potter



RD Diefenderfer, Jr.



Tonya Pritchett



C. Donald English

I hereby certify that the above Resolution was passed by a yea and nay vote of the Council of Trappe on the 5th day of October, 2016.

Attest: 

Erin Braband, Clerk/Treasurer
Town of Trappe