



CLASSIFICATION NO. 785

Established: 10/99

Revised: 2/24

FLSA: Non-Exempt

EEO: 8

WES ASSISTANT

CLASS CHARACTERISTICS

Under close supervision, performs a variety of unskilled and semi-skilled tasks to assist staff working in plant operations, collection system maintenance, surface water management, and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Water Environment Services (WES) manages and operates the County's utility service districts, including sewage facilities, collection systems, pumping stations, treatment plants and surface water management.

The W WES Assistant is an entry-level position primarily oriented to performing unskilled and semi-skilled tasks to assist staff operating and maintaining plants, performing collection systems work and performing surface water management activities. The incumbents perform general building and grounds maintenance at wastewater treatment plants and facilities and assist in operating and maintaining surface water facilities and structures and collection systems infrastructure. The WES Assistant provides assistance to higher-level staff and learns how to perform the work of the higher-level classifications.

The WES Assistant differs from the WES Technician, which requires a CDL and is primarily responsible for biosolids material and solid waste grit hauling. The WES Assistant differs from Wastewater Plant Operator and Field Operations Technician classifications, which require advanced knowledge and certification.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs basic plant maintenance activities; washes and cleans treatment plant equipment; assists in maintaining and operating collection system, sampling, and biosolids application equipment including pumps and tanks; cleans plant, collection system, and storm water, structures; operates high-pressure hoses.
2. Operates light motorized equipment such as carts, pressure washers, trash pumps, steam cleaners, portable generators, and grounds maintenance equipment including mowers, trimmers, mechanical weed trimmers, etc.
3. Performs manual labor to assist Field Operations staff in the repair and maintenance of sanitary and stormwater collection systems and vegetated water quality facilities.

4. Operates heavy motorized equipment including but not limited to pick-up trucks, forklifts, and biosolids disposal equipment.
5. Paints structures and equipment using brush, roller, and power sprayers; cleans and prepares surfaces to be painted; and cleans painting equipment after use.
6. Performs general custodial duties at the facilities; maintains grounds and vegetated water quality facilities by mowing grass, trimming shrubs and trees; plants, maintains, and weeds flower beds and landscape plantings.
7. May assist with work zone traffic control, which includes serving as flagger for Field Operations staff; directs traffic around hazards or crews in the roadway; sets out temporary road signs, traffic cones, and barricades at work sites.
8. Assists in maintaining records of equipment and materials used on jobs.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Methods, tools, and practices of the mechanical and maintenance trades and equipment; basic arithmetic; English grammar, spelling and punctuation; safety rules and practices for working in an industrial environment; basic custodial practices; basic groundskeeping techniques and basic mechanical maintenance

Skill to: Work in high or confined spaces; read and understand technical equipment manuals; understand oral and written instructions; perform physical labor in all weather conditions; learn and use safe working practices; learn and follow instructions; learn and apply safe and effective use of hand and power tools; work effectively as a team or independently; apply learned techniques, processes and procedures; perform measurements and arithmetic computations; keep accurate records and provide simple oral reports; operate computer equipment and software; communicate effectively, both orally and in writing; establish and maintain effective working relationships with other staff.

WORKING CONDITIONS

Duties require physical labor, including walking, reaching, squatting, kneeling, bending, balancing, climbing, shoveling, fine motor control, and ability to lift up to 50 pounds, carry, and push/pull up to 70 pounds. Duties also involve exposure to bacteria, viruses and toxins in wastewater, chemicals, exhaust fumes and dust, loud noises, and vibration. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas and on elevated platforms.

Incumbents may perform after-hours emergency response on a call-out basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Some positions require CPR/FA and flagging certifications within one year of hire.

Edited: 11/18