



**Job Description**  
Department: Maintenance  
Pay Band: # 3  
FLSA Status: Non-Exempt

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## Maintenance Trainee Job Description

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### Role:

Under the direction of the Maintenance Supervisor, the person in this position is to perform unskilled and skilled work related to the efficient and proper operation of the water, wastewater, and support facilities of the Bedford Regional Water Authority.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Perform routine service and troubleshooting of installations, maintenance, and repairs on water and sewer lines, service connections, service laterals, and assist with service wells, low pressure sewer pumps, pump stations, and facilities as is required and needed.
  - Operates equipment when necessary including but not limited to hand tools, pumps, air compressors, saws, jumping jacks, generators or chain saws.
  - Services and makes minor repairs and adjustments to equipment.
  - Assist with the installation, maintenance, and removal of fire hydrants.
  - Troubleshoot and perform electrical installation and repairs on controls and equipment.
  - Perform masonry, plumbing, carpentry, and pavement work as necessary.
  - Perform excavation, grading, and landscaping.
  - Assist with customers concerns.
  - Maintain work orders and necessary paperwork for new installations, repairs, alterations, and other tasks performed.
  - Flush water lines as requested or as necessary.
  - Keep all buildings and grounds clean and neat in appearance.
  - Assist in the operation of heavy equipment, cleaning and checking equipment after each use, perform routine inspection and preventative maintenance on equipment.
  - Maintain assigned crew vehicle.
  - Must be available for after-hours and weekend callouts for emergencies as needed on a rotating basis.
  - Perform other tasks and duties as assigned by the Maintenance Supervisor.
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### Minimum Qualifications:

- Graduate from High School or equivalent diploma.
- Ability to work safely and obey all safety rules.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form.

- A valid Virginia driver's license and a Class A CDL with Air and Tank endorsements within 6 months of hire.
- Ability to comply with the Authority's Vehicle and Equipment policy.
- Must obtain and maintain a Basic Work Zone Traffic Control Certification.
- Be able to pass a criminal background check and drug test.

### Additional Information:

- This position has no supervisory responsibility.
- The position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours as may be needed for emergency repairs. Position is considered essential personnel.

### Working Conditions

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employee rarely sits and may walk or stand for long periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

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**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

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**Condition of Employment:**

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature