



## **APPRENTICE TECHNICIAN**

### **Job Grade: S-2**

#### **RESPONSIBILITIES**

Duties include performing various assignments in the Operation Division including assignments in the Distribution, Treatment, Fleet Maintenance, and Facility Maintenance sub-divisions. Possession of basic level skill sets in areas applicable to Authority operations has been demonstrated.

This position is in training to develop skills sets in basic water quality sampling and monitoring, and intermediate-skill sets in the maintenance, inspection and repair of distribution equipment and facilities and basic-level skill sets for treatment and pumping equipment and facilities. In addition, the obtaining of a New Jersey Commercial Driver's License (CDL), Class B, with an air brake endorsement is required.

#### **ESSENTIAL FUNCTIONS**

- Render services for the purposes of providing a safe and reliable water supply for the public to the Authority customers.
- Sample collection.
- Field water quality analyses.
- Operate vehicles requiring a NJ Basic driver's license, commercial vehicles requiring a NJ CDL, Class B with an air brake endorsement.
- Operate related vehicles and equipment such as snow plows, cranes, vacuum systems, valve operating equipment and tow equipment and trailers, etc.
- Use various hand tools.
- Use various power tools and equipment.
- Load, unload and lift supplies, equipment, etc.
- Clean and sweep streets and sidewalks.
- Sort, pile and clean salvageable brick, stone, lumber and metal work.
- Dig trenches and manually grade grounds.
- Collect rubbish and other refuse.
- Tree trimming and removal.
- Cut grass; rake lawns; trim hedges, lawns, brush and trees.

- Remove poisonous and non-poisonous underbrush, foliage, vines and weeds.
- Shovel snow, dirt, gravel, sand and other miscellaneous debris.
- Operate snow removal and salting equipment to keep roads, parking lots, driveways, etc. clear and safe.
- Assist with the operation, maintenance, inspection, and repair of treatment and pumping/storage equipment, tanks, pumps, processes, industrial controls, and other related treatment and pumping/storage equipment and facilities.
- Maintain, inspect and repair distribution mains, service lines, fire hydrants, valves, valve boxes, curb boxes, pavement, meters and other related distribution equipment and facilities.
- Maintain, inspect and repair Authority buildings and grounds; such as, changing of light bulbs, cleaning, painting, grass cutting, hedge trimming and snow/ice removal and related assignments.
- Maintain, inspect and repair Authority vehicles and equipment; such as, changing light bulbs, windshield wipers, fluid and lubrication addition, changing of tires, changing batteries and related assignments.
- Functions of this position include: Work assignments in the ambient atmosphere including extreme cold, hot, wet or other inclement weather conditions. Scheduled, on an as needed basis, 24/7 standby duties with an approximate 45 minute response time. Scheduled work assignments and non-scheduled emergency call-outs, on non-standard work days and/or work hours, including nights, weekends and holidays. Response to emergency call outs is a core function of this position.
- Recordkeeping and reporting.
- Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### AUTHORITY

This position reports directly to the Operations Superintendent, or assigned alternate. This position requires interaction with the general public, Authority vendors and contractors and local, County, State and Federal public agency representatives.

### REPORTING

This position will be assigned to work at the Authority's Headquarters located at 19 Saddle Road, Cedar Knolls, NJ 07927 and at any other assigned areas for Authority business. The position will be required to attend professional development training or other courses located in New Jersey or surrounding areas.

## QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the applicant must successfully complete an illegal substance test, background check, motor vehicle check, New Jersey CDL Medical Examiner Certificate and a physical/ functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

### LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.

### EDUCATION

1. US accredited high school diploma or equivalent. Higher level degree or certification preferred in an approved field of study such as that obtained from a vocational or trade school, US military, or college or Associate or Bachelor level degrees in construction technology/management, engineering science, environmental science, chemistry, biology, etc.

### SKILLS

1. Ability to read, write and understand English so that involved and complicated instructions and technical texts can be read and understood.
2. Ability to understand, remember and carry out oral and written directions; to learn quickly from oral and written explanations and from demonstrations; to deal knowledgeably and courteously with co-workers, customers and the general public.
3. Basic-level experience in the operation, maintenance, and/or repair of motors, pumps, hydrants, valves or similar mechanical equipment in water, wastewater or industrial applications and/or related experience such as that obtained by serving in the United States military.
4. Basic knowledge of Microsoft Office.
5. Ability to work harmoniously with co-workers, supervisors, managers, and the public
6. Ability to demonstrate understanding and satisfactory compliance of Authority policies, procedures, practices, processes and essential functions.

## TERM

1. This position will be evaluated on a routine basis to review progress of the individual in obtaining the various credentials within the time frames defined and to review the progress of the individual in developing relevant skills sets in the functional areas.

2. Completion of the apprenticeship will be contingent on the ability to perform the duties of the position along with achieving other qualifications for promotion. Apprenticeship terms beyond four (4) years require written approval of the Executive Director.
3. If not already in possession of a NJ Commercial Driver's License, Class B, with air brake endorsement; a test date for the NJ CDL, Class B, with air brake endorsement must be secured within 3 months of employment in the position and must take and pass the driving test and have the NJ CDL, Class B, with air brake endorsement license within six (6) months of employment. A minimum of one (1) year of driving experience with the Authority operations is required as part of the requirements for completion of the apprenticeship.
4. Complete the NJDEP's Introduction to Water and Wastewater Course, or approved alternate, within twenty four (24) months of hire date.
5. This position is not guaranteed employment as an apprentice for a specific period of time or other employment upon completion of the apprentice program.

Attachment: Functional Capacity Requirements (Revision Dated 04/11/17)

**FUNCTIONAL CAPACITY REQUIREMENTS**

<b>DIVISION:</b>	Operations	<b>DATE PREPARED/REVISED:</b>	09-08-16/Revised 04-11-17.
<b>DEPARTMENT:</b>	Transmission/Distribution and Treatment/Pumping Field Staff	<b>APPROVED BY:</b>	P. Kozakiewicz, K. Crawford, C. Mercado
<b>CATEGORY WORK:</b>	Heavy		

PHYSICAL TASKS	DETAILS	NEVER	SELDOM	OCCASIONAL	FREQUENT	CONSTANT	Weight Amounts, if Applicable	Comments
			1 - 10%	11 - 33%	34 - 64%	67 -100%		
			0 - 1 hour	1 - 3 hours	3 - 6 hours	6 hours or more		
Balance	To maintain body equilibrium on narrow or inclined surfaces.		✓					
Bending	Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting.			✓				
Carrying	To hold or rest weighted objects ( <i>indicate weight</i> ) directly on hands, arms, shoulders, or back while walking from one location to another.		51-100 lbs	11-50 lbs	0-10 lbs			
Climbing Ladders	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.				✓			
				✓				
			✓					
Climbing Stairs	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.			✓				
Crawling - Distance: 20 ft.	Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent.		✓					
Crouching	Bending downward and forward by bending the legs and spine.			✓				
Digging	To break up, turn over or remove earth, sand, etc, as with a shovel, spade, bulldozer, or claw.			✓				
Driving	The controlled operation and movement of a land vehicle, such as a car, truck or bus ( <i>indicate manual or automatic</i> ).				✓ automatic			
Grasping	To handle, clasp or embrace with both arms, hands fingers. To take or to seize, e.g., bag of cement				✓			
Handle	To maneuver objects, to manipulate or repositon medium to large sized items. Has handles to be grasped by the hands in order to manage dexterously or efficiently, e.g., large bag of trash, move furniture, cases/boxes with handles				✓			
Handling	Flex and extend fingers with opposition of thumb using palms, fingers and thumbs to grasp or manipulate objects.				✓			
Keyboarding/Typing (motor coordination)	Ability to move the fingers rapidly and accurately during keyboarding tasks.			✓				
Manual Dexterity	To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting.				✓			
Kneeling	Maintaining the body in an erect posture while resting body weight on one or both knees.				✓			
Lift/Loading	An amount or a weight raised or capable of being raised at one time				✓		50 lbs	
Manipulate	To operate, manage, control, or utilize skillfully with the hands. Adroit handling, e.g., steering wheel, hand truck, pallet jack.		✓					
Pulling	Exertion of force to draw an object towards oneself in a particular direction or position.			✓			50 lbs	
Pushing	Exertion of force on or against an object ( <i>indicate weight/size</i> ) to move it from one location to another.			✓			50 lbs	
Reaching	Extending the hands and arms in any direction.				✓			
Reaching Above Shoulder	To extend either arm to reach from shoulder level to overhead.			✓				

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<b>CATEGORY WORK:</b>	Heavy		

PHYSICAL TASKS	DETAILS	NEVER	SELDOM	OCCASIONAL	FREQUENT	CONSTANT	Weight Amounts, if Applicable	Comments
			1 - 10%	11 - 33%	34 - 64%	67 -100%		
			0 - 1 hour	1 - 3 hours	3 - 6 hours	6 hours or more		
Shoveling	To move or remove with a shovel gravel, sand, and/or snow.				✓			
Sitting	Resting of the body weight in a seated position while engaging in a single activity.			✓				
Squatting	Maintaining the body in an erect position with full flexion of the knees.				✓			
Standing	Maintaining the entire body in an erect posture without change in location.			✓				
Stooping	Flexion of the upper body forward at the waist with partial flexion of the knee.				✓			
Trunk Twisting	Rotation of the trunk to the right or left from a neutral position while sitting or standing.				✓			
Neck Twisting	Rotation of the neck to the right or left from a neutral position while sitting or standing.				✓			
Vibrations - High Impact					✓			
Vibrations - Low Impact					✓			
Walking	Moving the entire body from one location to another using a heel to toe gait.			✓				
Confined Space: Work in a pit, trench, ditch, excavation					✓			
Confined Space: Work in tank, vessel or other structure				✓				
Wear a half/full face respirator			✓					
Work in extreme cold weather conditions					✓			Seasonal
Work in extreme hot weather conditions					✓			Seasonal