



## **JUNIOR APPRENTICE TECHNICIAN**

### **Job Grade: S-1**

#### RESPONSIBILITIES

Duties include performing various manual and unskilled assignments in the Operation Division including assignments in the Distribution, Treatment, Fleet Maintenance, and Facility Maintenance sub-divisions. This is an entry level position with successive opportunities for promotion.

This position is in training to obtain a New Jersey Commercial Driver's License (CDL), Class B, with an air-brake endorsement and to develop basic skills sets for Authority operations.

#### ESSENTIAL FUNCTIONS

- Render services for the purposes of providing a safe and reliable water supply for the public to the Authority customers.
- Operate vehicles requiring a NJ Basic driver's license, commercial vehicles requiring a NJ CDL, Class B with 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 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.
- Assist with the operation, maintenance, inspection and repair of distribution mains, service lines, fire hydrants, valves, valve boxes, curb boxes, pavement, meters, and other related distribution equipment and facilities.
- Assist with the maintenance, inspection, and repair of Authority buildings and grounds; such as, changing of light bulbs, cleaning, painting, grass cutting, hedge trimming and snow/ice removal and related assignments.
- Basic maintenance, inspection, and repair of 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. Entry-level experience in the operation, maintenance, and/or repair of motors, pumps, hydrants, valves or other similar 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. 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 two (2) 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 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. 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> ).   |       |            |             | ✓<br>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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| 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 |