

# HUMAN RESOURCES

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MARK R. JOHNSON  
*Mayor*

## CITY OF COVINGTON

317 North Jefferson Avenue  
Post Office Box 778  
Covington, Louisiana 70434  
phone 985.898.4724  
fax 985.635.0006  
email [eleggio@covla.com](mailto:eleggio@covla.com)  
[www.covla.com](http://www.covla.com)



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### LABOR II-WATER DEPARTMENT

Position #                    422  
Work Location:            Public Works  
Reports To:                 Supervisor  
Rate of Pay:                \$15 - \$17/hour  
Full Time, Non-Exempt position. Eligible for Overtime.

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**SUMMARY:** Under basic supervision, operates, maintains, and performs preventative maintenance on City pumps, wells, tanks, water treatment facilities and related equipment; performs duties relating to water quality, including water quality sampling and Cross Connection Control programs; and performs related work, as assigned.

#### Essential Functions:

- Work independently on a variety of assigned tasks.
- Inspect, operate, test, and maintain a variety of water well and pumping equipment, water storage facilities, and water treatment plant facilities, including pumps, air compressors, telemetry system, emergency systems, pipe systems, water storage tanks, chemicals and equipment associated with water treatment, and pressure vessels.
- Collect water samples and perform duties associated with the cross connection control program.
- Clean and flush the water system; respond to customer water quality inquiries.
- Maintain and ensure the adequate supply of water in the Districts reservoirs and water system.
- Requisition parts and supplies; maintain, record, and prepare reports.
- Read and interpret drawings, diagrams, and blueprints; record and log a variety of readings.
- Use a variety of power and hand tools to perform related welding, carpentry, pipefitting, valve repair, and cement work.
- May participate in emergency call duty on a rotation basis, at the department's discretion.
- May cross-train with other divisions.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent
- Minimum of two years of experience in water supply or distribution maintenance.
- Must possess valid Louisiana driver's license.

**Knowledge of:**

- Water distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of motors, pumps, water treatment plants, compressors, and other equipment.
- Automatic control valves and their maintenance.
- Water quality sampling techniques.
- Cross connection control.
- Safe work practices.
- Basic recordkeeping and report writing practices; and basic Supervisory Control and Data Acquisition (SCADA) telemetry system.
- Facility and equipment testing.

**Skill in:**

- Providing efficient customer service and communicating clearly and objectively, both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Routinely maintaining a positive attitude.
- Inspecting, operating, and diagnosing problems.
- Performing preventative maintenance on electric motors and diesel engines, pumps, compressors, valves, chemical feed equipment, pressure vessels, and related equipment.
- Performing water quality sampling; facility and equipment tests, including well and pump efficiency tests.
- Effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees; and maintaining a positive attitude.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other governmental officials; community groups, and the general public, and apply safe work practices.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

- Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment.
- Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools or controls.

- Lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds.
- Frequently working near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock.
- Incumbent wears personal protection, such as protective footwear and equipment.
- Incumbent must be able to see and hear in the normal range, with or without correction, communicate verbally and in written form, and must be able to be understood by others.
- Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

**This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.**

**To apply for this position, please complete an application of employment referencing [Position #422](#) and email to [eleggio@covla.com](mailto:eleggio@covla.com) or fax to (985)635-0006.**

**This position will remain open until January 25, 2022.**