



June 2008

## SENIOR WATER UTILITY TECHNICIAN

### DEFINITION

Under general supervision, provides lead direction to assigned maintenance personnel; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs a variety of skilled installation, troubleshooting, maintenance, and repair of electrical and mechanical equipment as found in the City's water facilities and reservoirs; makes daily rounds and monitors all assigned sites and facilities; operates and monitors the Supervisory Control and Data Acquisition (SCADA) system; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utility Manager. Exercises technical and functional direction over and provides training to lower-level staff.

### CLASS CHARACTERISTICS

This is the advanced journey-level in the water utility technician series that performs the most complex duties required to ensure that the City's water facilities and reservoirs are functioning in the most effective and efficient manner. Responsibilities include performing a wide variety of tasks in the inspection, maintenance and repair of assigned facilities and systems in a timely manner. This class is distinguished from other maintenance classes by the necessary specialized knowledge of and skill in installing, maintaining, and repairing a variety of electrical and mechanical equipment. This class is distinguished from the Maintenance Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to assigned maintenance staff; reviews and controls quality of work; assists in selection and in completing employee evaluations; recommends corrective action as required; participates in performing routine to complex maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with a Supervisor or Manager; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing short- and long-range plans, work plans, procedures, and schedules.
- Orders supplies and equipment for work projects; participates in vendor selection process; maintains records of purchase orders; may assist in developing budget figures for division.

- Performs a wide variety of duties related to the inspection, installation, repair, maintenance, and troubleshooting of all wells, reservoirs, and sites related to the City's water distribution operations and related facilities.
- Monitors all assigned sites and facilities for flow, chlorine residual, turbidity, and water levels.
- Operates, maintains, monitors, and adjusts Supervisory Control and Data Acquisition (SCADA) systems by inputting appropriate information.
- Assists outside contractors with repair and construction projects and monitors progress.
- Inspects and repairs underground water pipes, valves, meters, and associated appurtenances to locate leaks, breaks, and infiltration on a scheduled preventive as well as corrective maintenance basis.
- Develops water meter and service line assets in databases.
- Responds to customer calls regarding leaks, questions, or complaints about reported water usage, water quality, and other customer related issues.
- Completes work orders initiated or assigned by supervisor.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Conducts special research assignments, analyzing data, and preparing conclusions and recommendations for consideration by management or special committees.
- Maintains accurate databases, records, and files related to the specific program.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Principles, practices, tools, equipment, and supplies required to maintain and repair water stations and systems.
- Operations, work methods, and limitations of heavy construction equipment used in the maintenance and construction of water distribution systems and related facilities.
- Computer applications related to the work, including basic telemetry hardware and software.
- Basic to complex principles of operation of water systems.
- Preventive maintenance and minor repair methods related to the equipment.
- Safety equipment and practices related to the work, including confined space entry.
- Applicable Federal, State, and local laws, codes, and regulations.
- Shop arithmetic.
- Safe driving rules and practices.
- Record keeping principles and procedures.
- Basic computer software related to work.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of public works maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in public works maintenance and related projects.

- Skillfully and safely operate the SCADA system.
- Read and interpret sketches, blueprints, schematic diagrams, and equipment manuals.
- Troubleshoot equipment problems, estimate materials, supplies, and time required to complete the work.
- Interpret, apply, and explain Federal, State and local policies, procedures, laws, and regulations.
- Maintain accurate records of work performed and a parts inventory.
- Recognize potentially hazardous conditions on the job site or with the equipment.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by two (2) years of college-level coursework or specialized technical training in a related field and four (4) years of increasingly responsible experience performing skilled maintenance experience in water distribution systems.

**Licenses and Certifications:**

- Possession of a valid class A driver's license with the appropriate endorsements and satisfactory driving record.
- Grade II Water Distribution Operator Certification from the State of Oregon.
- Confined Space Entry Certification.
- Competent Person Certification.
- Standard First Aid Certificate issued by the American Red Cross.
- CPR Certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift,

carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.