



June 2008

WATER UTILITY TECHNICIAN

DEFINITION

Under general supervision, 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. May provide lead direction to Utility Workers on a project basis.

CLASS CHARACTERISTICS

This is a journey-level position in the water utility technician class responsible for performing the full range of duties to ensure that the City's water facilities and reservoirs are functioning in the most effective and efficient manner. Responsibilities include performing skilled maintenance and repair work on all assigned facilities and systems. This class is distinguished from other maintenance classes by the required specialized knowledge of and skill in installing, maintaining, and repairing a variety of electrical and mechanical equipment. This class is further distinguished from Senior Water Utility Technician in that the latter is responsible for technical and functional direction over lower-level maintenance staff and is capable of performing the most complex duties assigned to the division.

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.

- Inspects, installs, repairs, maintains, and troubleshoots 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, 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.
- Responds to customer calls regarding leaks, questions, or complaints about reported water usage, water quality, and other customer related issues.
- May assist in providing instruction on the operation and maintenance of specialized City equipment for less experienced personnel or contract staff.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems.

- Completes work orders initiated or assigned by supervisor.
- Operates a variety of equipment, including pumps, generators, service trucks, and other related equipment.
- Observes all safety procedures as specified by the District, including attending safety meetings and training sessions.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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 principles of operation of water systems.
- Preventive maintenance and minor repair methods related to the equipment.
- Applicable Federal, State, and local laws, codes, and regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including confined space entry.
- 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:

- 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 (12th) grade and two (2) years of semi-skilled and/or 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.