



UTILITIES MAINTENANCE TECHNICIAN

Department: **Public Works** Class Code: **16**
Reports to: **Utilities Manager** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under the direct supervision of the Utilities Operations Specialist, the Utilities Maintenance Technician monitors and maintains utility facilities related to the operations of the Town's water distribution, water treatment, wastewater treatment and wastewater collections systems. The Utilities Maintenance Technician participates in various programs and activities including but not limited to utility operations, safety and preventative maintenance.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Monitors water distribution / treatment and wastewater collection / treatment facilities for proper operation and reports findings to Utility Operations Specialist.
- Collect, and analyze water or wastewater samples according to local, state and federal protocols; collects and submits water or wastewater samples for lab for analysis; completes documentation for submittal to Utilities Operations Specialist.
- Assists in the repair or replacement of damaged water distribution/treatment and/or wastewater treatment/collection infrastructure; participates in preventative maintenance program; participates in water distribution and wastewater collection infrastructure cleaning operations; assists Senior Utility Maintenance Technicians in the service, repairs and adjustments to pumps, chemical feed systems, and other equipment; Verifies and reports suspected malfunctions and variances to supervisor.
- Performs underground utility location services related to water and wastewater infrastructure; assists in monthly utility meter reading process; performs utility customer service initiation and termination process.
- Actively participates in the Utility Safety Program; Participate in the Town's utility "on-call" emergency response program.
- Remain apprised of best available technology related to materials, methods, equipment and specifications for the operation of water and wastewater facilities.
- Ability to understand and follow oral and written instruction, including those of a technical nature.
- May be required to operate heavy motorized vehicles and equipment.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

JOB DESCRIPTION

Utilities Maintenance Technician

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and 1 year of experience in utility system operation or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid Class A or B Commercial Driver's License with Tanker endorsement.

A current Arizona Department of Environmental Quality (ADEQ) grade 1 certification in one of the following disciplines: water distribution, water treatment, wastewater treatment, wastewater collections and an additional grade 1 certification in the following disciplines or ability to obtain within 6 months of hire: water distribution, water treatment, wastewater treatment, wastewater collections

Required Knowledge of:

- Materials, practices and equipment used in water/wastewater system maintenance and repair activities.
- Occupational hazards and safety precautions regarding equipment operations.
- Policies and regulations regarding work place safety.
- Proper operations of water production equipment, storage facilities, booster pumps, chlorination equipment, electrical equipment, SCADA systems and water distribution infrastructure.
- Water quality compliance standards at the state and federal level.
- Water quality sampling procedures.
- Proper flushing techniques and procedures.
- Pool operating procedures, facilities, equipment and chemicals.
- State blue stake location policies and procedures.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors, vendors, suppliers and the general public.
- Read and interpret distribution system maps and as-built plans.
- Perform general mathematical calculations, including formulas.
- Use various power and hand tools.
- Operate heavy motorized vehicles and equipment.
- Work without supervision and follow the chain of command.
- Communicate effectively, both orally and in writing.

Physical Demands / Work Environment:

- Work is performed primarily in an outdoor work environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. May be exposed to heavy equipment and machinery. May be exposed to extreme weather conditions. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	7/2016	6/2016	Utilities Maintenance Technician	16	Non-Exempt	

APPROVED: _____

DATE: _____