Job Description: UTILITIES TECHNICIAN I

PAY GROUP: U4

EEOC CATEGORY: Skilled Craft

FLSA: Nonexempt

SUMMARY OF POSITION:

Performs diversified work of the Water/Wastewater Maintenance Operations to include repairs and installation of sewer mains, water mains, service lines, fire hydrants, and lift station maintenance, etc.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Crew Leader – Water/Wastewater Maintenance
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental employees, other City Departments, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Performs maintenance and installation of all equipment and materials associated with the Water/Wastewater maintenance and collection system;

Delivers and erects barricades at designated locations and repairs and replaces broken and/or burned out lights on barricades;

Uses hand tools to dig ditches or holes;

Hand-shovels dirt, gravel, asphalt, or sand;

Tamps, packs, and levels dirt, sand, asphalt, or other material;

Loads and unloads materials and equipment;

Performs preventive maintenance on city vehicles, tools, and equipment;

Maintains tools and shop in neat and organized manner;

Installs water and sewer lines and repairs leaks and broken lines;

Works with jackhammer and air compressor;

Operates various types of water tapping machinery depending on size and type of pipe;

Installs, replaces, and removes water valves and water meters;

Performs the duties of on call as required;

Unstops sewer lines;

Makes temporary repairs to utility cuts in streets;

Attends in-house and out of house Water/Wastewater Maintenance Department education and training sessions;

Operates dump truck, crane, hydro jet machine, vac truck;

Occasionally operates a pickup, front-end loader, and backhoe;

Establishes and maintains effective working relationships and public relations;

May train and mentor less experienced employees;

Observes all safety rules and procedures; and

Other Important Duties*

May build and install forms and pour concrete; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Water/Wastewater Maintenance Department Operations or ability to learn said operations and maintenance.

Demonstrated Ability to: lift and maneuver equipment and materials weighing up to 92 lbs. (i.e. meters, meter lids, pipe valves, etc.); must be able to enter and exit a 24 inch diameter manhole

opening without difficulty; must be able to enter and exit a 24 inch wide ditch, maneuvering freely while operating necessary equipment; perform strenuous work in the outdoors under adverse weather conditions; and safely operate all equipment required.

Demonstrated Mental Ability to: tolerate working in confined places for prolonged periods of time.

Ability to: work under general supervision and follow oral instructions; operate and maintain a variety of power and manual tools and equipment; establish and maintain effective working relationships with other city employees; maintain Texas driver's license (applicable to job responsibilities) and good driving record; and must be able to lawfully report for emergency duty from residence within 30 minutes.

Other: may handle toxic and/or hazardous materials or work in areas where such materials may be stored.

ACCEPTABLE EXPERIENCE AND TRAINING:

H.S. diploma/GED and ability to obtain Collections level I license within agreed upon time frame.

CERTIFICATES AND LICENSES REQUIRED:

Collections Level I license from the Texas Commission on Environmental Quality, Valid Class C driver's license and must be able to obtain a State of Texas Class B (commercial) driver's license with air brakes within agreed upon time frame.