



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Utilities Technician
Department: Utilities
Supervised By: Utilities Superintendent
FLSA Status: Non-Exempt
Revised as of: January 2015

JOB SUMMARY

To perform a variety of semi-skilled and skilled work in an independent manner in the preventive maintenance, repair and monitoring of water and wastewater systems, water meter reading, Underground Service Alert (USA) pipe locating throughout the District. Participate as a responsible, proactive and positive team member within the District and assigned work unit.

DISTINGUISHING CHARACTERISTICS

The Utilities Technician is a journey level classification within the Utilities Department. Promotion to other positions is based on acquisition of necessary experience, qualifications and certification levels. Incumbents in this classification must be capable of performing all facets of maintenance, repair, meter reading, pipe locating and monitoring of water and wastewater systems. Incumbents at this level might act as team leader in the absence of a supervisory level at a site or in emergency situations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Superintendent.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Read, install and repair water meters throughout the Distribution system.
- Read sewer and water maps and locate District underground utilities for Underground Service Alerts (USAs).
- Perform a variety of semi-skilled to skilled maintenance on the District's water and wastewater systems; perform related support tasks and manual labor in the accomplishment of assigned projects as necessary.
- Repair and maintain sewer lines, pump stations, wells, water tanks, booster stations, odor control stations, fire hydrants and other essential parts of the District's water and wastewater systems.
- Respond to customer requests, concerns and complaints regarding the District's water and wastewater systems; acting as a resource for providing requested information and/or directing inquiries to appropriate sources.

- Perform plumbing, painting, carpentry and minor electrical tasks in the maintenance and repair of the District's water and wastewater systems.
- Operate radio-based telemetry systems and a microcomputer to monitor, read and control quality and flow of water and wastewater systems.
- Monitor and adjust chlorine levels in compliance with public health regulations; distribute and order chlorine as needed to meet required levels.
- Operate wide range of vehicles and equipment necessary to monitor, maintain and repair the District's water and wastewater systems such as vactor truck, television inspection equipment, dump truck, boom truck, cut-off saw and hydraulic tools.
- Inspect and monitor commercial and residential water meters to record readings of gauges, meters and charts; collect water samples and record data to monitor water quality.
- Perform maintenance and repair in a variety of weather conditions and under a variety of physical demands in compliance with established safety procedures and practices.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities. Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Standard and accepted methods of locating underground water and sewer utilities.
- Standard and accepted components and parts currently utilized in the repair and maintenance of water and wastewater systems, pumps, generators, motors, water meters and related equipment.
- Standard and accepted methods, tools and equipment utilized in maintenance and repair of water and wastewater systems.
- Standard and accepted principles and practices of water and wastewater systems and operations.
- Standard and accepted radio telemetry systems and microcomputer operations.
- Pertinent State and local regulations and codes as they relate to meter reading and repairs and water and wastewater systems operations and maintenance.
- Standard and accepted safety procedures applied to water and wastewater systems and operations.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Apply understanding and common sense to carry out oral and written instructions and diagram form in an independent manner.
- On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work;

climb ladders to 30 feet or climb up onto heavy equipment to begin operations; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 75 pounds or less.

- Function as a productive, effective, positive and proactive member and/or leader of assigned work team(s).
- Handle problems involving several concrete variables in standardized situations.
- Identify problems and collect and analyze pertinent data in order to determine appropriate course of action within parameters of given alternatives.
- Test, diagnose, troubleshoot and perform repair and maintenance tasks on water and wastewater systems, water meters and related equipment.
- Read, interpret and record readings of gauges, meters and charts and adjust or maintain levels of chlorine as established by public health standards.
- Calculate figures and amounts such as proportions, percentages, area, circumference and volume.
- Apply concepts of basic algebra and geometry.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Successful completion of the twelfth grade.

Experience: At least twelve years of increasingly responsible experience in the operation and maintenance of sewer collection or water distribution systems.

2. Certification & Licensing Requirements:

- Possession of valid Class A Commercial Driver's License and driving record that complies with District policy is required.
- Possession of a valid D3 Water Distribution Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid Grade II Collection System Maintenance Certificate issued by the California Water Environment Association.
- Possession of a valid Grade 1 Water Conservation Certification issued by the California-Nevada Section American Water Works Association.
- Ability to obtain valid First Aid Certificate.
- Ability to obtain valid CPR Certificate.


WORKING CONDITIONS

Work is performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise. Work may also

be performed in confined spaces, or at heights above or below the ground. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/30/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015