

# Water Authority Position Description

## JOURNEY UTIL TECH (SS-OPT SKL)

Status	Position Code	Level	Date
APPROVED	JUTS	O80	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

THIS IS A TRAINING AND CERTIFICATION PROGRAM THAT WILL PROVIDE AN OPPORTUNITY FOR ADVANCEMENT BASED UPON SUCCESSFUL COMPLETION OF EACH PHASE OF A PROGRAM. THIS PROGRAM CONSISTS OF PERFORMING MAINTENANCE, REPAIR AND INSTALLATION OF WATER PLANT, DISTRIBUTION AND TREATMENT SYSTEMS. THE JOURNEYMAN UTILITY TECHNICIAN LEADS CREWS IN A BROAD RANGE OF PREVENTIVE MAINTENANCE, REPAIR, AND INSTALLATION OF WATER PLANT, DISTRIBUTION, AND TREATMENT SYSTEMS, PLANS AND ESTIMATES COSTS OF MAINTENANCE WORK.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED PLUS ONE AND ONE HALF (1.5) YEARS EXPERIENCE IN WATER UTILITY OPERATIONS, PLUMBING OR HEAVY EQUIPMENT OPERATION (I.E. BACKHOE, TRACKHOE AND LOADERS) PLUS FIVE (5) YEARS DIRECTLY RELATED EXPERIENCE, TO INCLUDE ONE (1) YEAR AS A UTILITY TECHNICIAN III. SUCCESSFUL COMPLETION OF WATER AUTHORITY UTILITY TECHNICIAN I, II, III AND JOURNEYMAN ADVANCED SKILL AREA CERTIFICATION PROGRAMS.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
 POSSESSION OF A NEW MEXICO WATER SUPPLY, LEVEL IV CERTIFICATE AT TIME OF HIRE  
 DEPENDING ON LOCATION MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. DEPENDING ON LOCATION MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER. MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

### SUPERVISION RECEIVED/EXERCISED

A JOURNEYMAN UTILITY TECHNICIAN RECEIVES GENERAL SUPERVISION FROM MANAGEMENT STAFF; THE JOURNEYMAN RECEIVES WORK ASSIGNMENTS FROM A PLANNER/SCHEDULER.

A JOURNEYMAN UTILITY TECHNICIAN MAY PROVIDE TECHNICAL AND FUNCTIONAL SUPERVISION OVER OTHER UTILITY TECHNICIANS.

### **ESSENTIAL FUNCTIONS**

1. PERFORM PREVENTIVE AND CORRECTIVE MAINTENANCE (INCLUDING COMPLETE DISASSEMBLY) OF WATER DISTRIBUTION EQUIPMENT TO INCLUDE, BUT NOT LIMITED TO, PIPE, VALVES, HYDRANTS, VALVE CONTROL ADJUSTMENTS, REPLACEMENT OF SCREENS, FILTERS, ETC. PERFORMS FIRE FLOW AND PRESSURE TESTS AND MAINTAINS CORROSION PROTECTION OF WATER LINES AND VALVES. LOCATES UTILITY LINES FROM DRAWINGS AND MAPS, USING ELECTRONIC LOCATING AND LEAK DETECTION EQUIPMENT.

2. PERFORMS PREVENTIVE AND CORRECTIVE MAINTENANCE (INCLUDING COMPLETE DISASSEMBLY) OF WATER SYSTEM TRANSFER AND PRODUCTION COMPONENTS TO INCLUDE, BUT NOT LIMITED TO, PUMPS, MOTORS, SURGE SYSTEMS, INSTRUMENTATION, AND CORROSION PROTECTION EQUIPMENT.

3. PERFORMS REPAIR AND MAINTENANCE OF CHEMICAL FEED EQUIPMENT, WHICH INCLUDES, BUT IS NOT LIMITED TO, CONTROL ADJUSTMENTS AND REPLACEMENT OF EXPENDABLE PARTS REQUIRED IN PREVENTIVE MAINTENANCE.

4. LEADS CREW OF EMPLOYEES IN REPAIRS, OPERATIONS, AND MAINTENANCE. RESPONSIBLE FOR THE SAFETY AND PERFORMANCE OF CREW MEMBERS.

5. INPUTS INFORMATION TO AND USES AUTOMATION SYSTEMS (SUCH AS CMMS, AGIS, OFFICE AUTOMATION, AND SCADA) AND OTHER WATER SYSTEM DOCUMENTATION TO INTERPRET EVENTS, ANALYZE PROBLEMS AND DETERMINE APPROPRIATE ACTIONS IN THE WATER SYSTEM.

6. OBSERVES ELECTRICAL AND MECHANICAL SYSTEMS OPERATION AND IDENTIFIES EQUIPMENT MALFUNCTIONS AND DEVELOPS A PLAN TO RESTORE OPERATION OF THIS EQUIPMENT.

7. PROVIDES ON THE JOB TRAINING AND MENTORS UTILITY TECHNICIANS IN TRAINING AND PEER UTILITY TECHNICIANS TO HELP THEM INCREASE THEIR SKILL IN ALL AREAS.

8. MAKES CUSTOMER CONTACT CONCERNING REQUIRED REPAIRS/SERVICE/COMPLAINTS.

9. PREPARES MATERIALS REQUISITIONS AND ESTIMATES THE COST TO PERFORM A MAINTENANCE OR CONSTRUCTION WORK ORDER.

10. UTILIZE DATA RECORDER TO COLLECT WATER CONSUMPTION READINGS.

11. INSPECT WATER METERS TO VERIFY THAT THE METER IS READING ACCURATELY.

12. RESPOND TO INQUIRIES AND COMPLAINTS FROM CUSTOMERS AND RESOLVE COMPLAINTS RELATED TO WATER METER READINGS AND BILLING.

13. EXPLAIN WATER AND SEWER CHARGES TO CUSTOMERS. ADVISE CUSTOMERS ON IRREGULARITIES CONCERNING WATER METER REPAIRS, READINGS, AND BILLINGS.

**SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
2. COLLECT DATA FOR SPECIAL REPORTS AND CONDUCT SURVEYS AS ASSIGNED.

**PREFERRED KNOWLEDGE**

OPERATIONAL CHARACTERISTICS OF WATER PRODUCTION, TREATMENT AND DISTRIBUTION SYSTEMS  
 PRINCIPLES AND PRACTICES OF WATER TREATMENT SYSTEM MAINTENANCE AND REPAIR AND WATER DISTRIBUTION LINE MAINTENANCE  
 METHODS AND TECHNIQUES USED TO MONITOR CHEMICAL LEVELS IN PUMPS AND WELL SITES  
 METHODS AND TECHNIQUES USED IN LOCATING WATER MAINS AND TURNING OFF WATER SERVICE  
 METHODS AND TECHNIQUES USED IN THE MAINTENANCE AND REPAIR OF WATER DISTRIBUTION SYSTEMS  
 WATER DISTRIBUTION SYSTEM LAY OUT, HYDRAULICS AND OPERATIONAL CHARACTERISTICS  
 OPERATIONAL CHARACTERISTICS OF A VARIETY OF MAINTENANCE EQUIPMENT, TOOLS, AND VEHICLES  
 PRINCIPLES AND PROCEDURES OF RECORD KEEPING  
 OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES  
 PRINCIPLES OF CREW LEADERSHIP AND TRAINING  
 WATER AUTHORITY AND DEPARTMENT POLICIES AND PROCEDURES

**PREFERRED SKILL/ABILITY**

SERVE AS A SENIOR LEAD WORKER, ORGANIZE AND REVIEW THE WORK OF STAFF IN THE AREA OF WORK ASSIGNED  
 INDEPENDENTLY PERFORM THE MOST DIFFICULT WATER DISTRIBUTION MAINTENANCE TASKS  
 OVERSEE LINE MAINTENANCE AND NEW SERVICE ACTIVITIES  
 MONITOR AND MAINTAIN ALL PUMP STATION, WELL SITES AND RESERVOIR LEVELS  
 ENSURE PROPER CHEMICAL LEVELS AND MAKE APPROPRIATE ADJUSTMENTS  
 PERFORM CHLORINE AND FLUORIDE RESIDUAL TESTS  
 CONDUCT SAFETY INSPECTIONS AND ENSURE PROPER MAINTENANCE OF ALL VEHICLES AND EQUIPMENT  
 OPERATE AND MAINTAIN A VARIETY OF APPROPRIATE EQUIPMENT IN A SAFE AND EFFECTIVE MANNER  
 RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC  
 UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS  
 COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
 MAINTAIN ACCURATE AND DETAILED RECORDS OF WORK PERFORMED  
 ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

WATER TREATMENT PLANT AND FIELD ENVIRONMENTS; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES, POTENTIALLY HAZARDOUS CHEMICALS, AND INCLEMENT WEATHER CONDITIONS; WORK IN OR WITH WATER; TRAVEL FROM SITE TO SITE; WORK AROUND TRAFFIC AND HEAVY EQUIPMENT.

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME; MODERATE TO HEAVY LIFTING; OPERATING MOTORIZED EQUIPMENT AND VEHICLES.