

Water Authority Position Description

LEAK DETECTION TECHNICIAN

Status	Position Code	Level	Date
APPROVED	LDTC	B20	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

OPERATE VARIOUS TYPES OF ELECTRONIC EQUIPMENT USED TO DETECT AND RECORD LEAK SOUNDS RELATED TO WATER LOSS FROM THE WATER DISTRIBUTION SYSTEM. SUBMIT DATA COLLECTED TO LEAK DETECTION COORDINATOR FOR ANALYSIS AND APPROPRIATE ACTION.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED PLUS ONE (1) YEAR WATER UTILITY OPERATIONS, ENVIRONMENTAL INSPECTION AND/OR COMPLIANCE EXPERIENCE. LEAK DETECTION EXPERIENCE AND ASSOCIATE'S DEGREE OR TECHNICAL TRAINING IN ENVIRONMENTAL SCIENCE OR RELATED FIELD PREFERRED.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS.
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISION OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. OPERATE EQUIPMENT INCLUDING LOGGERS, SCANNERS, CORRELATORS AND OTHER DEVICES TO LISTEN TO AND INTERPRET QUALITY AND TYPE OF SOUNDS TO DETECT LEAKS IN THE WATER AUTHORITY'S WATER DISTRIBUTION SYSTEM.
2. DOWNLOAD DATA FROM MONITORING EQUIPMENT AND ENTER DATA GATHERED INTO DATABASE TO FACILITATE ANALYSIS OF WATER LOSSES BY LEAK DETECTION COORDINATOR.
3. PERFORM SEQUENTIAL ACTIONS TO LOCATE LEAKS BY APPLYING KNOWLEDGE OF LEAK DETECTION PRACTICES AND READING AND INTERRUPTING WATER DISTRIBUTION MAPS AND DRAWINGS.
4. UTILIZE HAND AND CONSTRUCTION TOOLS TO EXPOSE MAINS, VALVES AND SERVICE STOP BOXES.
5. SET UP BARRICADES OR OTHER TRAFFIC DEVICES IN THE FIELD TO ENSURE SAFETY IN THE WORKING ENVIRONMENT.
6. COLLECT GLOBAL POSITION SYSTEM (GPS) DATA REGARDING LOCATION OF FIRE HYDRANTS, VALVES AND METERS.
7. LOG ACTIVITIES AND PREPARE REPORTS AS DIRECTED.

SUPPLEMENTAL FUNCTIONS

1. PERFORM CALIBRATION AND ROUTINE MAINTENANCE ON EQUIPMENT OR ARRANGE FOR REPAIR AS DIRECTED.
2. COMMUNICATE WITH OTHER INTERNAL DIVISIONS AS NEEDED REGARDING LEAK DETECTION ACTIVITIES.
3. SUPPORT WATER WASTE ENFORCEMENT OR OTHER WATER AUTHORITY STAFF AS NEEDED.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS OF WATER DISTRIBUTION SYSTEMS
METHODS, TOOLS AND EQUIPMENT USED IN LOCATING LEAKS IN A VARIETY OF UNDERGROUND WATER PIPES
ELECTRONIC DETECTION OF UNDERGROUND WATER MAIN LEAKS
COMPUTER SOFTWARE SUCH AS WORD, EXCEL, ACCESS, MAXIMO, GIS, POWERPOINT AND SPECIALIZED SOFTWARE RELATED TO LEAK DETECTION EQUIPMENT
OCCUPATIONAL HAZARDS AND SAFETY PRECAUTIONS APPLICABLE TO THE AREA OF ASSIGNMENT

PREFERRED SKILL/ABILITY

METHODS AND TECHNIQUES USED IN LOCATING WATER MAINS, VALVES AND STOP BOXES AND OTHER COMPONENTS OF WATER DISTRIBUTION SYSTEM
PREPARE DETAILED REPORTS AND RECORDS OF WORK PERFORMED
OPERATE PICK-UP TRUCK OR OTHER ASSIGNED VEHICLE
WORK INDEPENDENTLY WITHOUT SUPERVISION
CALIBRATE AND MAINTAIN ELECTRONIC EQUIPMENT AND MAKE ARRANGEMENTS FOR NON-ROUTINE REPAIRS
READ AND INTERPRET WATER DISTRIBUTION MAPS AND DRAWINGS

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO INCLEMENT WEATHER, REQUIRED TO WORK IN OR WITH WATER AND CONFINED SPACES.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: STANDING, WALKING OR SITTING FOR PROLONGED PERIODS OF TIME; HEAVY, MODERATE OR LIGHT LIFTING AND CARRYING; BOTH HANDS REQUIRED, USE OF FINGERS, KNEELING, REPEATED BENDING, CLIMBING WITH BOTH LEGS AND ARMS; OPERATING MOTORIZED EQUIPMENT AND VEHICLES