

# Water Authority Position Description

## UTILITY TECH 1 (SS-OPT SKILL)

Status	Position Code	Level	Date
APPROVED	UT1S	O32	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 THE PROGRAM. THIS PROGRAM CONSISTS OF PERFORMING MAINTENANCE, REPAIR AND INSTALLATION OF WATER PLANT, DISTRIBUTION AND TREATMENT SYSTEMS. THE UTILITY TECHNICIAN I PERFORMS SEMI-SKILLED TASKS IN ASSIGNED AREA UNDER CLOSE SUPERVISION AND PARTICIPATES IN CLASSROOM AND ON-THE JOB TRAINING.

### 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). SUCCESSFUL COMPLETION OF THE WATER AUTHORITY UTILITY TECHNICIAN I CERTIFICATION TRAINING PROGRAM.

### 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  
 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

RECEIVES IMMEDIATE SUPERVISION FROM HIGHER LEVEL LEAD OR SUPERVISORY STAFF.

**ESSENTIAL FUNCTIONS**

1. PERFORM TASKS IN THE PREVENTIVE MAINTENANCE OF WATER DISTRIBUTION EQUIPMENT TO INCLUDE, BUT NOT LIMITED TO, PIPE, VALVES, HYDRANTS, VALVE CONTROL ADJUSTMENTS, REPLACEMENT OF SCREENS, FILTERS, ETC. PERFORM FIRE FLOW AND PRESSURE TESTS AND MAINTAINS CORROSION PROTECTION OF WATER LINES AND VALVES. LOCATE UTILITY LINES FROM DRAWINGS AND MAPS, USING ELECTRONIC LOCATING AND LEAK DETECTION EQUIPMENT.
2. PERFORM WORK IN ASSEMBLING, LAYING AND ALIGNING WATER DISTRIBUTION SERVICE LINES. ASSIST IN EXCAVATING AND BACKFILLING SIDEWALKS, STREETS AND TRENCHES. EXPOSE MAINS AND LINES FOLLOWING SAFE DIG PRACTICES. INSTALL AND REMOVE TRENCH SHORING. CUT MAINS, LINES AND PIPES, THREAD AND BEND PIPES AND CAULK JOINTS.
3. UTILIZE HAND AND POWER TOOLS AND EQUIPMENT INCLUDING, BUT NOT LIMITED TO: PAVEMENT BREAKERS, JACKHAMMERS, EARTH TAMPERS.
4. PERFORM PREVENTIVE AND CORRECTIVE MAINTENANCE OF WATER SYSTEM TRANSFER AND PRODUCTION COMPONENTS TO INCLUDE, BUT NOT LIMITED TO, PUMPS, MOTORS, SURGE SYSTEMS, INSTRUMENTATION, AND CORROSION PROTECTION EQUIPMENT.
5. PERFORM 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.
6. MAKE CUSTOMER CONTACT CONCERNING REQUIRED REPAIRS/SERVICE/COMPLAINTS.
7. UTILIZE DATA RECORDER TO COLLECT WATER CONSUMPTION READINGS.
8. INSPECT WATER METERS TO VERIFY THAT THE METER IS READING ACCURATELY.
9. RESPOND TO INQUIRIES AND COMPLAINTS FROM CUSTOMERS AND RESOLVE COMPLAINTS RELATED TO WATER METER READINGS AND BILLING
10. EXPLAIN WATER AND SEWER CHARGES TO CUSTOMERS. ADVISE CUSTOMERS ON IRREGULARITIES CONCERNING WATER METER REPAIRS, READINGS, AND BILLINGS.

**SUPPLEMENTAL FUNCTIONS**

1. PERFORM OTHER DUTIES AS ASSIGNED.
2. COLLECT DATA FOR SPECIAL REPORTS AND CONDUCT SURVEYS AS ASSIGNED.

**PREFERRED SKILL/ABILITY**

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  
 WATER AUTHORITY AND DEPARTMENT POLICIES AND PROCEDURES

PERFORM ROUTINE WATER DISTRIBUTION MAINTENANCE TASKS  
 ASSIST WITH 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 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; STOOP, KNEEL, CROUCH, OR CRAWL IN AWKWARD POSITIONS; MODERATE TO HEAVY LIFTING; OPERATING MOTORIZED EQUIPMENT AND VEHICLES.