

# Water Authority Position Description

## UTILITY TECH 2

| Status   | Position Code | Level | Date     |
|----------|---------------|-------|----------|
| APPROVED | UT2N          | O50   | 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 A CERTIFICATION PROGRAM. THIS PROGRAM CONSISTS OF PERFORMING MAINTENANCE, REPAIR; AND INSTALLATION OF WATER PLANT, DISTRIBUTION AND TREATMENT SYSTEMS. THE UTILITY TECHNICIAN II PERFORMS A BROAD RANGE OF SKILLED PREVENTIVE MAINTENANCE, TROUBLESHOOTING, REPAIR, AND INSTALLATION OF WATER PLANT, DISTRIBUTION, AND TREATMENT SYSTEMS.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, PLUS ONE AND ONE HALF (1.5) YEARS EXPERIENCE IN WATER UTILITY OPERATIONS, PLUMBING, HEAVY EQUIPMENT OPERATION (I.E. BACKHOE, TRACKHOE AND LOADERS) PLUS TWO (2) YEARS OF DIRECTLY RELATED EXPERIENCE. SUCCESSFUL COMPLETION OF THE WATER AUTHORITY UTILITY TECHNICIAN 1 AND 2 CERTIFICATION 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 GENERAL SUPERVISION FROM THE HIGHER LEVEL LEAD OR SUPERVISORY STAFF.

**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. PERFORM FIRE FLOW AND PRESSURE TESTS AND MAINTAIN CORROSION PROTECTION OF WATER LINES AND VALVES. LOCATE UTILITY LINES FROM DRAWINGS AND MAPS, USING ELECTRONIC LOCATING AND LEAK DETECTION EQUIPMENT.
2. PERFORM 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. REPAIR AND MAINTAIN CHEMICAL FEED EQUIPMENT, WHICH INCLUDES, BUT IS NOT LIMITED TO, CONTROL ADJUSTMENTS AND REPLACEMENT OF EXPENDABLE PARTS REQUIRED IN PREVENTIVE MAINTENANCE.
4. OBSERVE ELECTRICAL AND MECHANICAL SYSTEMS OPERATIONS, IDENTIFY EQUIPMENT MALFUNCTIONS AND DEVELOP A PLAN TO RESTORE OPERATION OF THIS EQUIPMENT.
5. PROVIDE ON THE JOB TRAINING AND MENTOR UTILITY TECHNICIANS IN TRAINING AND PEER UTILITY TECHNICIANS TO HELP THEM INCREASE THEIR SKILL IN ALL AREAS.
6. MAKE CUSTOMER CONTACT CONCERNING REQUIRED REPAIRS/SERVICE/COMPLAINTS. COORDINATES LINE-SPOTTING ACTIVITIES WITH CONTRACTORS.
7. PREPARE MATERIALS REQUISITIONS AND ESTIMATE THE COST TO PERFORM MAINTENANCE OR CONSTRUCTION WORK ORDER.
8. MAY COLLECT WATER SAMPLES AND FIELD DATA.
9. UTILIZE DATA RECORDER TO COLLECT WATER CONSUMPTION READINGS.
10. INSPECT WATER METERS TO VERIFY THAT THE METER IS READING ACCURATELY.
11. RESPOND TO INQUIRIES AND COMPLAINTS FROM CUSTOMERS AND RESOLVE COMPLAINTS RELATED TO WATER METER READINGS AND BILLING.
12. 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 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  
AUTHORITY AND DEPARTMENT POLICIES AND PROCEDURES

### **PREFERRED SKILL/ABILITY**

PERFORM MODERATELY DIFFICULT WATER DISTRIBUTION MAINTENANCE TASKS  
PERFORM 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.