

Water Authority Position Description

UTILITY TECH 3

Status	Position Code	Level	Date
APPROVED	UT3N	O71	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 III PERFORMS A BROAD RANGE OF SKILLED WATER SYSTEM PREVENTIVE MAINTENANCE, TROUBLESHOOTING, AND REPAIR. MAY LEAD A CREW PERFORMING THIS WORK.

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 THREE (3) YEARS OF DIRECTLY RELATED EXPERIENCE. SUCCESSFUL COMPLETION OF THE WATER AUTHORITY UTILITY TECHNICIAN 1, 2 AND 3 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
 POSSESSION OF A NEW MEXICO WATER SUPPLY, LEVEL III 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

RECEIVES GENERAL SUPERVISION FROM JOURNEYMAN UTILITY TECHNICIAN OR HIGHER LEVEL MANAGEMENT STAFF.

MAY PROVIDE TECHNICAL AND FUNCTIONAL SUPERVISION OVER LOWER LEVEL 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. 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 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. 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.

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

5. INPUT INFORMATION INTO AND USE AUTOMATION SYSTEMS (CMMS, AGIS, OFFICE AUTOMATION, AND/OR SCADA) AND OTHER WATER SYSTEM DOCUMENTATION TO INTERPRET EVENTS, ANALYZE PROBLEMS AND DETERMINE APPROPRIATE ACTIONS IN THE WATER SYSTEM.

6. OBSERVE ELECTRICAL AND MECHANICAL SYSTEMS OPERATION AND IDENTIFY EQUIPMENT MALFUNCTIONS. DEVELOP 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. MAKE CUSTOMER CONTACT CONCERNING REQUIRED REPAIRS/SERVICE/COMPLAINTS.

11. UTILIZE DATA RECORDER TO COLLECT WATER CONSUMPTION READINGS.

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

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

14. 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
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.