

# Water Authority Position Description

## UTILITY TECH HELPER

Status	Position Code	Level	Date
APPROVED	UTCH	O20	Dec 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,

### 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.

### ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.  
DEPENDING ON LOCATION MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM

### SUPERVISION RECEIVED/EXERCISED

RECEIVES IMMEDIATE SUPERVISION FROM HIGHER LEVEL SUPERVISOR OR MANAGEMENT

### ESSENTIAL FUNCTIONS

1. PERFORM TASKS IN PREVENTIVE AND CORRECTIVE MAINTENANCE OF WATER DISTRIBUTION EQUIPMENT TO INCLUDE, BUT NOT LIMITED TO, PIPE, VALVES, HYDRANTS, VALVE CONTROL ADJUSTMENTS, REPLACEMENT OF SCREENS, FILTERS, ETC. LEARN TO PERFORM FIRE FLOW AND PRESSURE TESTS AND MAINTAINS CORROSION PROTECTION OF WATER LINES AND VALVES. LEARN TO LOCATE UTILITY LINES FROM DRAWINGS AND MAPS, USING ELECTRONIC LOCATING AND LEAK DETECTION EQUIPMENT.
2. LEARN TO AND ASSIST WITH ASSEMBLING, LAYING AND ALIGNING WATER DISTRIBUTION SERVICE LINES. ASSIST IN EXCAVATING AND BACKFILLING

5. MAKE CUSTOMER CONTACT CONCERNING REQUIRED REPAIRS/SERVICE/COMPLAINTS.
6. UTILIZE DATA RECORDER TO COLLECT WATER CONSUMPTION READINGS.
7. INSPECT WATER METERS TO VERIFY THAT THE METER IS READING ACCURATELY.

**SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

**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

**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

**WORKING CONDITIONS**

WATER TREATMENT PLANT AND FIELD ENVIRONMENTS; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES, POTENTIALLY HAZARDOUS CHEMICALS, AND

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR