

UTILITY MAINTENANCE TECHNICIAN - WATER

General Statement of Duties

Performs a variety of responsible unskilled and semi-skilled maintenance, repair, and construction work on sewer collection system, lift stations, and other public utilities and facilities.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled labor tasks in the construction, maintenance, wastewater collections, lift stations and other public facilities and utilities. Work involves operating construction equipment and a variety of tools, and light and heavy equipment to build, repair and replace sections of sewer lines and other infrastructure. Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

Performs semi-skilled work in the construction, maintenance and repair of sewer lines; operates construction equipment such as dump trucks, back hoes, tractors, loaders, tampers, trenchers, air compression driven equipment, and other related light and medium equipment; performs preventive maintenance and minor repairs to equipment.

Performs sewer taps; repairs leaks and lines; repairs force mains; cleans and maintains sewer lines and manholes.

Checks lift stations: takes readings and maintains log of maintenance and repair activities; cleans and makes repairs; replaces gaskets, cleans wet wells, oils and greases, changes bearings, re-packs pumps; assists in more complex repairs.

Checks and inspects manholes for proper functioning.

Installs, maintains, troubleshoots, and repairs vacuum pods; sets timers.

Operates camera equipment to inspect sewer lines; operates sewer vacuum, flush truck and jet machines to clear and clean sewer lines and manholes.

Installs air release valves and signs around sewer valves.

Completes work orders to locate and mark underground utilities, connect and disconnect services, inspect leaks, and make repairs.

Maintains assigned vehicles and equipment.

Stocks truck with needed supplies, tools and materials.

Mows and clears rights of way.

Participates in the work of other utilities activities.

Provides traffic flagging and control and ensures safe work zone when working around traffic.

Prepares records of work activities.

Additional Job Duties

Backs up other staff as needed.

Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Working knowledge of tools, materials and equipment used in utility construction and maintenance work.

- Working knowledge of the occupational hazards and safety precautions of the work.
- Working knowledge of municipal maintenance and construction practices including some knowledge of water and sewer line maintenance and repair work.
- Working knowledge of pumps and motors and water and sewer regulations.
- Some knowledge of the Town's water and sewer utility customer service policies and procedures.
- Knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.
- Some knowledge of the application of information technology to the work.
- Skill in the use of tools and operation and maintenance of assigned heavy construction equipment.
- Skill in customer service and teamwork.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with citizens, supervisors, and other employees.
- Ability to deal courteously with the general public.
- Ability to prepare records of work activities.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.
- Must possess the visual acuity to operate mobile equipment such as the loader and dump truck in a safe manner, perform mechanical tasks, and to visually inspect the work performed.

Desirable Education and Experience

- Graduation from high school and experience in semi-skilled maintenance, utility, or construction work including heavy equipment operation experience; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina commercial driver's license.
- Ability to obtain water system operator certification within time stipulated upon hire.

Beaufort
2022

Administering the Class: As a condition of employment, employees will be given a time frame to obtain desired certification(s) and may not complete the probationary period until these are obtained. Six-month probationary periods may be extended as necessary to achieve this objective.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.