Greatrock North Water and Sanitation District	
Job Description	
Job Title:	Utility Maintenance Field Technician I
Department:	Operations
Reports To:	District Manager
Status:	Non-Exempt
Date Approved:	

SUMMARY:

Under general supervision performs duties to sustain the operation, maintenance, and servicing of water treatment facility. Duties include: monitoring plant operations; performing and assisting with construction projects; performing preventive and corrective maintenance; conducting periodic inspections; record keeping and customer service.

ESSENTIAL DUTIES AND RESPONSABILITIES:

Monitoring, Adjusting and Reporting:

All such duties must be conducted in an accurate and timely manner, using appropriate verbal, written, data entry, and logging methods in accordance with established schedules and procedures or as directed:

- Monitors the status of treatment facilities, equipment and infrastructure
- Monitors all system and equipment functions making adjustments as necessary
- Reads usage meters throughout the system and delivers notices as directed
- Completes work orders, daily work schedules, logs and forms, and performs data entry and other reporting as necessary
- Accurately and appropriately reports and/or logs all readings, observations and anomalies in a timely manner

Maintenance, Repair, Construction and Customer Service:

- Performs routine and preventive maintenance tasks including but not limited to exercising valves, lubricating, adjusting, cleaning and testing of facilities, equipment and machinery according to established schedules or as directed
- Repairs and replaces both major and minor system components and machinery
- Performs and assists with construction, repair, tapping and/or inspection of water main lines and service lines, fire hydrants, valves, and meters
- Performs customer service activities including but not limited to meter repair and replacement, meter re-reading and final reading, delivery of notices, leak detection, and turning on and off service.
- Observes all established safety policies, performs utility location and traffic control as necessary
- Maintains landscaping and snow removal at all facilities
- Post meeting notices

EDUCATION AND EXPERIENCE:

- High school diploma or General Education Degree (GED) or one year related experience in construction, general labor, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Beneficial:

- Operation of heavy equipment such as a backhoe, dump truck, trencher, forklift, excavator, crane and loader.
- Welding and soldering
- General knowledge of mechanical, plumbing and electrical systems

Required:

- The use of basic hand tools, boring and cutting tools, asphalt cutting tools, utility locator, chlorine tester, hand held meter reading equipment, jack hammer, leak detection devices, breathing apparatus, grinder and probes
- Operation of pumps and valves
- Clear communication in verbal and written form
- Adherence to established schedules, arrival to work on time, working overtime, and performance of on-call duties
- Working with others while supporting the operation within the mission and goals of the District
- Understanding and working within the organizational structure
- Clear understanding of established safety policies
- To obtain a Class 1 Distribution System Certification within six months of employment

SCHEDULING AND WORK ENVIRONMENT:

- Frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell
- Must frequently lift and/or move up to 100 pounds
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Frequently required to work with and around construction machinery and in public streets and rights of way
- Sometimes required to work in dirty and dusty locations
- Sometimes required to work at a height of over 20 feet and climb a ladder over to a height of over 20 feet
- Sometimes required to work in pits or trenches
- May be exposed to inclement weather, biological, chemical, electrical and mechanical hazards
- Required to incur overtime and participate in on-call rotation. While on call employees must be available and physically and mentally able to respond to emergency situations at any time day or night

OTHER DUTIES:

Employees may be required to perform other duties as requested. All work must be done in accordance with established safety policies.