

# WATER/SEWER TECHNICIAN I

EXEMPT: No DEPARTMENT: Public Works  
REPORTS TO: Water/Wastewater Foreman PAY RANGE: \$31,200-\$35,360

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## **SUMMARY**

Performs skilled work in the operation and maintenance of the water and sewer system on an assigned shift. Installs meters, performs reading of water meters, and posts the readings in a meter book.

## **SUPERVISION RECEIVED**

Works under the direct supervision of the Water/Wastewater Director and may receive general direction from the Public Works Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The below list is intended to be illustrative of the essential functions of the position but is not all-inclusive of the responsibilities. The City may adjust these duties at any time.*

- Performs installation of new water meters, meter pits, and new curb stops.
- Performs installation of water and sewer lines and preventive maintenance of water and sewer lines.
- Walks and drives the route(s) covered by each meter book and reads and posts readings in the proper meter book page for each meter location.
- Makes notes and reports meters that are malfunctioning and water main leaks or sewer problems to the Water/Wastewater Director or the Public Works Director.
- Performs routine sewer and water samples and records sampling analyses,
- Performs the maintenance work necessary to preserve the infrastructure of the water and sewer division through the use of hand tools, manual labor and operation or equipment such as sewer flushing machine, backhoe, trucks, loaders, and other equipment required to handle specialized maintenance work of the department,
- Performs the duties necessary to carry out the day-to-day operation of the department.
- Performs duty of "on call" as scheduled.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Knowledge of the materials, methods, equipment, and techniques used in the operation and maintenance of water/wastewater facilities.
- Skills involving the operation of various small to heavy equipment.
- Skills in coordinating the work to be performed and providing performance feedback.
- Skills in utilizing problem solving strategies.
- Ability to identify maintenance or repair needs and plans to address needed repairs.
- Ability to manage/maintain records.
- Ability to establish and maintain effective working relationships with employees, supervisors, other organizations and the general public.

## **EDUCATION & EXPERIENCE**

- High School diploma or G.E:D. required with some college preferred.
- Requires prior experience installing water and sewer mains and plumbing.
- Requires a minimum of three (3) months of utility and/or traffic maintenance work experience.

## **LICENSES AND CERTIFICATIONS**

- May require certification in First Aid and CPR.
- Willingness to be certified as Class D Operator for Water and Sewer.
- Willingness to be certified as a Class I or Class II Water and Sewer Distribution and Collection System Operator.

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## PHYSICAL DEMANDS AND WORK ENVIRONMENT

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

<b>Frequency Guide</b>			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 - 30%	31% - 70%	Over 70%
<b>Physical Task</b>	<b>Frequency</b>	<b>Physical Surroundings</b>	<b>Frequency</b>
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	F
Running	R	Walking on uneven surfaces	O
Stooping	O	Working at height	O
Kneeling	R	Other:	
Squatting	R		
Climbing	R	<b>Environmental Conditions</b>	
Balancing	O	Exposure to Chemicals	O
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	F
Handling	C	Vibrations	R
Visual Acuity Near	C	Work in Traffic	R
Visual Acuity Far	O	Local Travel	F
Depth Perception	R	Out of Town Travel	O
Color Discrimination	F	Other:	
Peripheral Vision	O		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	O	<b>Weight of Objects Moved</b>	
Heavy Equipment Operation	R	Over 100 pounds	F
Other:		Over 50 Pounds	O
		Over 10 pounds	O

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date