



SENIOR UTILITIES TECHNICIAN

AGENCY/DEPARTMENT:
Public Works/Utilities

Approved By HR Director: *Linda Math*
Date Approved: *10/17/05*
Date of Last Revision: 01/03/2002

Reports to: Utilities Operations Manager
Supervises: N/A
Conflict of Interest Code Filer: No

JOB SUMMARY: Under general supervision, leads small crew in the maintenance, repair, and construction of water distribution and waste water collection systems; and performs other related works as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Coordinates and leads crew in repair of water mains and fire hydrants.
2. Operates backhoe, crane truck, loader, vactor truck, dump truck, power rodder, television van, and threader machine.
3. Analyzes blue prints to locate water valves, mainlines, and fire hydrants.
4. Consults with contractors regarding location of water lines and gate valves.
5. Trains employees in operation of machinery and equipment, preventive maintenance and emergency repairs.
6. Oversees and participates in maintenance of gate valves.
7. Analyzes water atlas for main line shut down valves.
8. Installs large water meters.
9. Prepares meter shop records, including meter maintenance history calibration test data, current location of every water meter in the City, and testing and repair records; fills out daily work activity reports.
10. Sets up traffic control and diversions.
11. Installs shoring when excavating.
12. Obtains water samples when needed.
13. Administers customer requested water meter calibration and water service flow testing to ensure accurate billing.
14. Maintains and repairs fire hydrant meters and weld-on meters; ensures accurate billing by checking readings.
15. Oversees inventory of parts and supplies used in meter shop operations.
16. May update and organize water atlases.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Five years working with water distribution and/or waste water collection equipment and tools including one year in a lead role.

KNOWLEDGE OF:

- Tools, equipment, supplies, and methods used in construction.
- Maintenance and repair of water and wastewater lines.

- Occupational hazards.
- Set up of safety equipment.
- Supervisory principles.

ABILITY TO:

- Operate backhoe, crane, service truck, loader, pipe located, vactor truck, television van, and threading machine.
- Operate small and large power tools.
- Work safely in confined spaces.
- Set up traffic diversions.
- Read, write, understand, and interpret oral and written instructions.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Coordinate and organize work activities with employees and other departments.
- Maintain positive working relationships with employees, officials, and the public.

LICENSES:

- Valid Class A CA driver license with Tanker endorsement and an acceptable driving record at time of appointment.

CERTIFICATIONS:

- Distribution Grade 1.
- Obtain Distribution Grade 2 within six months of appointment.

SPECIAL REQUIREMENTS:

DESIRABLE:

- Collection Grade 2.

FLSA Exemption Status: Non-Exempt

Employee Unit: # 6, Miscellaneous Services

DOT Program Participant: Yes

Job Family: Utilities – Technical/Field Maintenance

Class Progression: Utilities Maintenance Worker
Utilities Service Representative
Utilities Technician
Senior Utilities Technician
Utilities System Specialist
Utilities Operations Manager