

UTILITIES TECHNICIAN

AGENCY/DEPARTMENT:
Public Works/Utilities

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

Approved By HR Director: Linda Matthews

Date Approved: 05/20/2005 Date of Last Revision: 01/03/2005

JOB SUMMARY: Under general supervision, leads a crew and operates, troubleshoots, repairs, and installs water and wastewater lines, meters, hydrants, pumps, and lift stations; operates heavy equipment; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- 1. Drives and operates vactor truck.
- 2. Operates backhoe, jack hammer, and pipe threader.
- 3. Performs repairs on water mains, water services, sewer mains, and fire hydrants.
- 4. Sets up traffic control and diversions.
- 5. Operates and repairs gate valves.
- 6. Performs fire hydrant programming and repairs.
- 7. Leads a crew in the installation and repair of water and wastewater lines, meters, hydrants, pumps and lift stations.
- 8. Maintains and updates atlases.
- 9. Locates underground utilities.
- 10. Replaces meter boxes, covers, and lids.
- 11. Prepares daily activity reports.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Two years working with water distribution and/or wastewater collections equipment

and tools.

KNOWLEDGE OF:

- Basic construction techniques, electrical panels, wastewater pumps, and confined space entry.
- Excavation and shoring techniques.
- Customer service principles and techniques.

ABILITY TO:

- Operate heavy equipment.
- Use hand tools.
- Read electrical meters.
- Set up traffic diversions.
- Lead a crew.
- Read, write, and follow instructions.

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> Communicate effectively both orally and in writing.

LICENSES:

- ➤ Valid Class C CA driver license and an acceptable driving record at time of appointment.
- > Obtain valid Class A CA driver license with Tanker Endorsement prior to the end of probation.

CERTIFICATIONS:

Obtain Grade 1 in Distribution or Collection prior to end of probation.

SPECIAL REQUIREMENTS:

DESIRABLE:

FLSA Exemption Status: Non-Exempt

Employee Unit: American Federation of State, County, and Municipal Employees

DOT Program Participant: Yes

Job Family: Utilities - Technical/Field Maintenance

Career Progression:

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