



## JOB DESCRIPTION

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**JOB TITLE:** Utility System Technician I

**JOB CODE:** 03430

**DEPARTMENT:** Public Works – Utility Division

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Superintendent Utility System

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### SUMMARY OF JOB PURPOSE

Performs a variety of skilled technical duties and semi-skilled labor in the operation, maintenance, repair, and construction of the County's water and sewage treatment plants, includes water production facilities, water distribution systems, and sewage collection systems.

### ESSENTIAL FUNCTIONS

1. Operates the water and sewage treatment systems (cleans screens, degreasers, and wet wells); checks operations of valves, pumps, and air blowers; adjusts, cleans, and maintains pumps, injectors, valves, dehumidifiers, compressors, motors and their controls, and other equipment; lubricates and makes adjustments to pumps and valves.
2. Checks operation of gauges and recorders and performs routine maintenance on system instrumentation; maintains water storage facilities; maintains auxiliary generators; replaces filters and mechanical seals; maintains daily records.
3. Monitors water quality at treatment plants and in collection and distribution lines; collects samples of water and sewage at various points within the systems for lab analysis; performs routine tests on samples; checks flow data records and changes charts; records test results, gauge readings, and observed conditions; visually checks system recording changes in algae, erosion, odors, and floating debris, and other conditions; evaluates data to ensure proper operation of the treatment plants.
4. Excavates and back fills trenches using hand and power tools; repairs, installs, and maintains water and sewer lines, connection valves, and related facilities; cuts pipes, caulks joints, bends pipe, installs tapping valves, and makes wet taps; lays pipe and installs valves; participates in snow removal duties as required.
5. Makes routine checks of equipment used for fluid level, adjustments, and safety factors; adds fluids and makes routine adjustments; welds and fabricates tools, equipment, and utility parts, and cleans equipment as necessary.
6. Sets up traffic controls and barricades to protect workers from traffic; directs and controls traffic around work sites.
7. Responds to requests and inquiries from customers of the water and sewer utilities and from the general public; locates water services for customers and locates and marks water mains and customer services for contractors.

### QUALIFICATIONS

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

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED) with at least eighteen (18) months related field experience.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of basic principles, practices, methods, and materials used in maintenance and operation of water and sewer systems; equipment and tool safety and operating procedures for treatment plant operations; knowledge of regulations governing the operation of municipal water and sewer treatment facilities, and the related collection, distribution, and storage facilities; laboratory procedures for basic routine test water and sewage systems plus related sample gathering and handling techniques; ability to perform a variety of semi-skilled and skilled manual maintenance and construction tasks on treatment equipment and facilities; ability to operate construction equipment such as back hoes, loaders, small cranes, dump trucks, trenchers, soil compactors, compressors, jack hammers, sandblasters, and concrete saws.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Nevada Commercial Driver's License with an acceptable driving record; possess at least two (2) of the following certifications: Grade I State Certificate in Water Distribution, Grade I State Certificate in Water Treatment, or Grade I Wastewater Treatment Plant Certificate.

#### **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, and drive; walk on uneven or slippery surfaces, perform heavy manual tasks using hand tools such as shovels and picks, and perform repetitive motions including use of controls with hands and feet; use hands to finger, handle, or feel and reach with hands and arms; talk and hear. The employee occasionally is required to climb up and down ladders, balance and stoop, kneel, crouch, or crawl, and must frequently lift and/or carry in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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#### WORKING ENVIRONMENT

Work is performed in outdoor and indoor environments with intermittent to frequent exposure to outdoor weather conditions. The employee is occasionally exposed to moving mechanical parts, vibrations, noise, dust, fumes and odors, dampness, and raw sewage. The noise level in this work environment is usually moderate to loud.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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