



## JOB DESCRIPTION

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**JOB TITLE:** Utility System Technician Trainee

**JOB CODE:** 03460

**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 semi-skilled labor in the operation and maintenance of the County's water and sewage treatment plants, including water production facilities, water distribution systems, and sewage collection systems.

### **ESSENTIAL FUNCTIONS**

1. Performs various manual labor duties which could include heavy lifting, shoveling, weeding, cleaning, painting, yard maintenance, and various other duties as assigned. At treatment plant sites, cleans screens, degreasers, and wet wells; checks operations of valves, pumps, and air blowers; cleans and maintains pumps and motors, and lubricates pumps and valves.
2. Performs routine maintenance at water storage facilities; maintains auxiliary generators; replaces filters and mechanical seals; maintains daily records.
3. 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, and assists in the repair of fire hydrants, valves, meter boxes, and other general utility duties; participates in snow removal duties as required.
4. Excavates and back fills trenches using hand and power tools; repairs, installs, and maintains water and sewer lines, valves, and related facilities; cuts pipes, caulks joints, bends pipe,
5. Makes routine checks of equipment used for fluid level, adjustments, and safety factors; adds fluids and makes routine adjustments; cleans equipment as necessary.
6. Applies herbicides for weed control; constructs and repairs fences; pours and finishes concrete.
7. Sets up traffic controls and barricades to protect workers from traffic; directs and controls traffic around work sites.

### **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.

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

High School Diploma or General Education Degree (GED) with at least six (6) months related experience working with a variety of construction equipment.

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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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#### **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; 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 Driver's License with an acceptable driving record; possess or have the ability to obtain at least one (1) of the following certifications within eighteen (18) months of employment: Grade I Wastewater Treatment Plant Certificate, Grade I State Certificate in Water Distribution, or Grade I State Certificate in Water Treatment.

#### **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.

#### **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.

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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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