



“A Recognized SUPERIOR WATER DISTRICT and a ‘WATER SMART’ Participant”

Job Title: Utilities Technician

Department: Field

Reports to: Utility Operations Manager or General Manager

Effective Date: DOH

Job Summary:

The Utilities Technician will oversee and assist in any and all duties regarding operations for water and sewer needs for the district.

Duties/Responsibilities:

- Performs other related duties as assigned.
- Must be able to work with little or no supervision.
- Must be able to be an independent thinker and communicate well with management, Directors and fellow co-workers.
- Must be able to work well with customers and handle issues with residents.
- Must be able to keep up with changes in procedures that come about regarding updates and upgrades to technology for software and/or tools/equipment pertaining to District business.
- Under general supervision must be able to perform an assortment of tasks related to maintaining the water and sewer lines and mains for the District. Such as installing and maintain water and sewer pipeline facilities and appurtenances.
- Operates light maintenance equipment such as tractors, mowers and augers. Performs manual labor as necessary.
- Assist in maintaining and make minor repairs and adjustments to a variety of machines, pumps, motors, and equipment.
- Under general supervision, reads water consumption meters and records volume used by residential and commercial customers to ensure accurate water billing accounts.
- Under immediate supervision, performs simple general maintenance tasks as a member of a crew. **Duties may include, but are not limited to: digging and filling holes, mowing grass, loading and unloading equipment and supplies, etc.**
- Performs routine building and grounds maintenance/janitorial work, which includes a variety of housekeeping duties and cleaning tasks.
- Assists in the repair of equipment and facilities used to pump, store, distribute, convey or treat and process water and/or wastewater.
- Under general supervision, repairs, overhauls vehicles and equipment. Duties include examining and diagnosing vehicles to determine extent of damage or malfunction, maintaining simple records of time and material costs, performing state inspections.



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Required Skills/Abilities:

- Must have a good driving record.
- Must be mature and experienced.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to work with or learn Microsoft Office Suite or related software.

Education and Experience:

- High School Diploma or equivalent.
- Must be able to have or obtain a “C” water and wastewater operator licenses.

Physical Requirements:

- Must be able to pass an annual physical exam.
 - (Separate check list to review)
- Must be able to lift 40 pounds or more.
- Must be drug free.

Benefits (after probationary period with temp agency is completed)

- Paid holidays
- Earned Paid Vacation and sick leave
- Pension plan
- Health insurance
- STD & LTD
- Life insurance