



UTILITIES TECHNICIAN

AGENCY/DEPARTMENT:
Public Works/Utilities

Approved By HR Director: Linda Matthews
Date Approved: 05/20/2005
Date of Last Revision: 01/03/2005

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

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 vector 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.

- 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: