



## Mukilteo Water and Wastewater District Job Description

**Job Title:** Utility Services Technician II

**FLSA Status:** Non-Exempt

**Reports To:** Operations Field Supervisor

**Wage Grade:** 12

**Board Approval Date:** March 21, 2018

### **Position Purpose:**

This position is responsible to safely and efficiently perform a wide range of on-site maintenance and operation duties associated with the District's water distribution system, sewage collection system, and reservoirs. Assists in training other employees in utility operations and maintenance activities. Participates in the maintenance of electronic equipment and systems. Performs varied manual work and operates heavy and specialized equipment to maintain and/or repair water distribution and wastewater collection systems. This is a mid-level position which requires little or no supervision.

### **Reporting Relationship:**

This position reports to the Operations Field Supervisor and may receive work direction from the Utility Services Technician III's. Positions in this classification may provide work direction to other Utility Services Technician I's or temporary helpers when working together on a work crew.

### **Essential Duties and Responsibilities:**

Duties and responsibilities include those listed below as well as other duties as required or assigned from time to time:

- Works with the Operations Field Supervisor, Utility Services Technicians and other District personnel to safely and efficiently schedule and complete required maintenance and operation tasks.
- Installs, services and repairs the District's water and sewer systems; repairs water and sewer line leaks; flushes water systems; operates sewer jetting vacuum truck to clean manholes and sewers; installs & repairs valves; sets meters, installs and repairs services and hydrants, taps water and sewer mains for new connections and cut-ins for new water mainline construction; repairs curbs and sidewalks; maintains and repairs water and sewer lines, lift and pump stations, wet wells, reservoirs, pressure reducing stations, roadways and other District-owned buildings and property; locates utilities for job completion. Restores work area to original condition.
- Performs a variety of meter reading duties including accurately reading and recording meter readings using the hand held meter reading devices in a timely manner for billing purposes, maintains meters to ensure accurate registration and ease of reading; identifies leaking, hard to read, or broken meters and repairs or replaces them; completes change orders for turning on and off water services; verifies meter reading.
- Responds to customer inquiries and complaints in a prompt, courteous, understanding, and concerned manner.
- Operates equipment including dump trucks, sewer jetting vacuum truck, backhoe, air compressor, trailer, mowers, etc., in a safe and efficient manner.
- Timely and accurately completes required work orders, daily time sheets, equipment reports and other relevant reports.
- Maintains knowledge of the District's water distribution and sewer collection system to accurately locate system components to prevent dig-ups.
- Performs inspection of sewer lift stations to monitor operation of the facilities and detect malfunctions in their operation.

- Conducts inspections and testing; prepares and maintains records related to the installation of side sewers, meters, water main and appurtenances installed to assure compliance with the District's standards and specifications.
- Completes change orders for turning on and off water services; verifies meter reading.
- Performs other duties as required or assigned.

**Minimum Qualifications:**

**Knowledge of:**

- Water distribution and sewage collection system equipment, maintenance and repair.
- Safety hazards inherent to outdoor construction work including, but not limited to, confined space entry, shoring, trenching, flagging and traffic control.
- Safety procedures, rules and regulations necessary to maintain a safe work environment.
- Troubleshooting, repair and maintenance of mechanical systems.
- Regulations and standards applied to water and sewer system maintenance and repair.
- Criteria used in evaluating the quality of water and sewer system installations.

**Ability to:**

- Use tools and equipment used in installation and maintenance of District's facilities.
- Identify occupational hazards and implement appropriate safety precautions.
- Recognize and record numbers accurately to make mathematical computations rapidly and accurately and write legibly.
- Identify mechanical problems in the District's water/wastewater systems, tools and equipment and repair them.
- Complete forms and follow written and oral instructions.
- Establish and maintain cooperative working relationships with supervisor, co-workers and the general public and maintain good public relations.
- Read and understand water utility specification, plans and profiles.
- Use good judgment.
- Safely, efficiently and economically organize and complete assigned tasks within the scheduled time frame.
- Operate portable equipment, hand tools and power tools, etc.
- Communicate effectively verbally and in writing with co-workers supervisors and the general public utilizing English.

**Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two years of experience in utility maintenance, installations and operations in a water/sewer utility or in the construction industry.

**Education:** High school diploma or GED equivalent.

### **Licenses or Certifications**

#### **Possess and Maintains:**

- Washington State Driver's License with a driving record acceptable to the District and its insurance carrier.
- Class B CDL with tanker and air brake endorsement.
- Washington State Traffic Control Certification.
- Industrial First Aid, CPR and AED cards.
- A valid Water Distribution Specialist Certification in the Washington State Water Works Operator Certification Program.
- A valid Cross-Connection Control Specialist Certification.
- National Incident Management System (NIMS) Certification.

### **Work Environment:**

Work is typically performed outdoors in all types of weather, where conditions may be dirty, uncomfortable and hazardous, and in-doors in a noisy and hazardous environment. Exposure to physical hazards from loud noises, chemical, electrical and mechanical systems, domestic and industrial wastewater, confined spaces, traffic, dogs and other dangers. Incumbents serve on 24-hour duty roster, and are on standby as assigned to resolve customer problems and/or perform emergency maintenance on nights, weekends, and holidays. Incumbents must be available for call backs to work to assist in emergency repairs, have a home telephone, and must live within 45 minutes response time of the District's office and shop.

Work is performed using equipment such as a sewer vacuum truck, dump truck, air compressor, hole hog, backhoe, and pickup truck, and a variety of power and hand tools such as wrenches, shovels, drills, saws, and specialized equipment such as video inspection camera, air monitoring meters and confined space entry gear.

### **Physical Requirements:**

This position regularly requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions.

Very Heavy Work: Exerting in excess of 80 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

*The statements contained herein are intended to reflect the general nature of the job and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Individuals may perform other duties as required or assigned including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload. This job description does not establish a contract for employment and is subject to change at the discretion of the District.*