



Mukilteo Water and Wastewater District Job Description

Job Title: Utility Services Technician III

FLSA Status: Non-Exempt

Reports To: Operations/Engineering Manager

Wage Grade: 13

Board Approval Date: March 21, 2018

Position Purpose:

This position is responsible to safely and efficiently perform a wide range of unsupervised on-site maintenance and operation of 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 journey level position which requires little or no supervision.

Reporting Relationship:

This position reports to the Operations/Engineering Manager and may receive work direction from the Operations Field Supervisor. Positions in this classification may provide work direction to other Utility Services Technicians 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 District personnel to safely and efficiently schedule and complete required maintenance and operation tasks.
- Installs, maintains and repairs the District's water and sewer systems, including but not limited to: flushing water systems; operating sewer rodding vacuum truck to clean manholes and sewers; installing valves; setting meters and services; installing and repairing hydrants; tap water and sewer mains for new connections and cut-ins for new water mainline construction; repairing curbs and sidewalks; maintaining and repairing lift and pump stations, wet wells, reservoirs, pressure reducing stations, roadways and other District-owned buildings and property; locating 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, maintaining meters to insure accurate registration and ease of reading; identifying leaking, hard to read, or broken meters and repairing or replacing them; completing change orders for turning on and off water services; verifying meter reading.
- Responds to customer inquiries and complaints in a prompt, courteous, understanding, and concerned manner.
- Operates equipment including dump truck, sewer rodding vacuum truck, backhoe, air compressor, trailers, mowers, etc., in a safe and efficient manner.
- Accurately completes required work orders, daily timesheets, equipment reports and other relevant reports.
- Maintains knowledge of the District's water distribution system and sewer collection system to ensure economical system flushing and disposal of flushed water and accurately locates 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, water main and appurtenances to assure compliance with the District's standards and specifications.

- May be assigned to:
 - Inspect and maintain records of businesses and industries to determine; the nature of the business, the wastewater generating process and the magnitude, and the type and strength of wastes produced.
 - Investigate industrial facilities in order to assess and enforce compliance with industrial pretreatment program rules and regulations; collects samples and measures flow from industrial wastewater discharges.
 - Evaluate the adequacy of pretreatment processes; prepare discharge authorizations; initiate enforcement actions; write reports and maintain records.
 - Administer and implement the fats, oils and grease prevention program; conduct inspections and sampling of food service facilities and various repair and manufacturing facilities; contact and instruct new establishments in the proper care and maintenance of fat, oil, and grease treatment devices.
 - Inspect sewer collection system to identify suitable sampling points that will yield accurate and defensible samples; coordinate and conduct sampling of collection system as needed to determine changing loading or characteristics of wastewater plant influent; collect composite and grab sample from District wastewater collection system.
 - Respond to and investigate reports of suspect material in the sanitary sewer system; investigates odor complaints.

Minimum Qualifications:

Knowledge of:

- Water distribution and sewage collection system equipment, maintenance and repair.
- Safety hazards inherent to outdoor construction work including confined space entry, shoring, trenching, flagging and traffic control.
- Safety procedures, rules and regulations necessary to maintain a safe work environment.
- Trouble shooting maintenance and repair of mechanical system.
- Regulations and standards applied to water and sewer system installations, maintenance and repair.
- Criteria used in evaluating the quality of sewer and water system installations.

Ability to:

- Use tools and equipment in connection with 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 and telemetry problems in the District water and 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 timeframe.
- 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: At least three 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 and 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 Water Distribution Specialist Operator's Certification.
- Wastewater Collections Certificate and/or Wastewater Treatment Operator Certificate.
- Washington State Traffic Control Certification.
- Cross-Connection Specialist Certification..
- First Aid CPR and AED Cards.
- 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 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, , and must live within 45 minutes response time of the District's office, shop and facilities.

Work is performed using equipment such as a sewer rodding 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.