

## **Broad Creek PSD Job Description**

**Job Title:** Utility Service Technician/Trainee  
**Department:** Operations  
**Reports To:** Utility Service Supervisor  
**FLSA Status:** Nonexempt  
**Salary Hiring Range:** \$21.58 minimum starting range

**Summary:** Contributes to the quality of water and sewer service in the district, to the reduction of unnecessary district expenses by repairing and maintaining the district's plant and field infrastructure.

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

All duties are under the supervision of a Licensed Operator until the employee is licensed.

Performs daily checks and preventative maintenance of all equipment and process controls for proper appearance and operation of the district infrastructure. Makes minor, routine adjustments as needed. Reports major adjustments needs to supervisor for corrective action.

Performs daily plant control tests to measure the quality of the wastewater treatment process. Makes minor, routine adjustments as needed. Completes associated test forms, paperwork, and software data entry. Performs sludge dewatering and cleaning of sludge handling area as needed. Operates all equipment associated with procedures including backhoe and skid steer loaders.

Performs daily inspections of pumps, chemical cylinders, water softeners, and generators of all potable water wells, pumping station, and elevated water tower. Makes minor, routine adjustments as needed. Completes associated chemical test forms, paperwork and software data entry. Assists in preventative equipment maintenance.

As needed responds to field emergencies including but not limited to broken water mains, alarms from lift stations, alarms from vacuum stations, and customer calls.

Repairs and installs water, sewer lines and repairs and installs vacuum tanks and water meters as directed by Supervisor.

Assists with inventory tracking by recording inventory used during repair, maintenance, and service work through the software work order system.

Assists in daily monitoring of SCADA system throughout shift monitors pumps at wells, pumping station, and vacuum and lift stations.

Performs plant and well housekeeping procedures including painting, hosing, ground upkeep, and vehicle cleaning as needed.

Performs any other duties as assigned by supervisors.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; works well individually or in a group problem solving situations.

**Technical Skills** - Pursues training and development opportunities.

**Customer Service** - Responds promptly to customer needs; responds to requests for service and assistance; meeting commitments.

**Teamwork** - Contributes to building a positive team spirit.

**Quality** - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

**Quantity** - Completes work in timely manner.

**Safety and Security** - Observes safety and security procedures; determines appropriate action following guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Attendance/Punctuality** - Follows all attendance guide lines.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Undertakes self-development activities; asks for and offers help when needed.

**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) required and one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:**

Ability to apply mathematical equations commonly associated with the water and wastewater treatment industry.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to problem solve utilizing reason in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have basic computer skills, knowledge of SCADA computer system, and ability to operate general and specific software.

**Certificates, Licenses, Registrations:**

Current Driver's License Required. The ability to obtain either a Biological Wastewater; Water Treatment; Distribution; or Collection Trainee Permit within 90 days of employment and the ability to obtain either a Class D Biological Wastewater Operator's Certification; Class D Water Treatment Operator's Certification; Class D Water Distribution Operator's Certification; or Class D Collection Operator's Certification within two (2) year of employment. Safety Training Certificate, CPR and First Aid Training Certificate.

**Other Skills and Abilities:**

Ability to operate a backhoe and skid steer loader. Ability to be on-call.

**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 frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes and chemicals usually found in the water and wastewater industry.