

WATER AND WASTEWATER DISTRIBUTION TECHNICIAN / APPRENTICE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform manual work involving installation, maintenance, and repair of water utility lines and wastewater collection systems, and to operate related equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Water Distribution:

Performs manual work associated with installation, maintenance, and repair of water utility lines; determines source of water leaks and makes necessary repairs; lays/installs water mains and service lines; repairs water mains, water service lines, and service leaks; installs water taps and irrigation taps; replaces water meters and meter washers; installs, raises, and repairs water valves; installs and repairs fire hydrants; locates underground utility mains/lines; replaces asphalt at work sites; cuts pipes; digs holes and shovels materials.

Provides customer service; responds to questions or complaints involving water line breaks, potential leaks, high consumption, or other issues; investigates customer complaints and researches problems; initiates appropriate action to ensure problem resolution.

Wastewater Distribution:

Performs various tasks associated with installation, maintenance, and repair of wastewater collection utility systems, utility lines, and lift stations; inspects and repairs lift stations and pumps; cleans and degreases lift stations; dispenses deodorizers at lift stations; repairs, cleans, and jets sewer lines; operates TV camera to view sewer lines and locate lateral lines; locates, contains, and cleans up sewer overflows; installs sewer service line taps; locates manholes and sewer lines; raises manhole covers; assists in repairing water mains, gas mains, and pipe leaks; maintains drying bed and pumps; sets up bypass pumps.

Other Duties:

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting vehicles/equipment, refueling vehicles, checking fluid levels, replacing fluids, repairing and servicing equipment, greasing equipment, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Receives various forms, reports, correspondence, work orders, water tap sheets, station data reports, SCADA monitoring reports, station cleaning records, camera truck video records, maps, operational guides, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Transports, hauls, loads, and unloads various equipment and materials used in projects or at work sites.

Operates a variety of equipment and tools associated with work activities, which may include a utility truck, VAC truck, dump truck, backhoe, tractor, utility locator, probe, leak detection equipment, television camera inspection unit, tapping tool, water pump, bypass pump, lift station pump, generator, air compressor, jackhammer, chain saw, pipe saw, meters, gauges, mechanic tools, carpentry tools, power tools, plumbing tools, hand tools, digging tools, measuring devices, or radio communications equipment.

Prepares or completes various forms, reports, correspondence, logs, call-out sheets, station cleaning records, camera video logs, vehicle maintenance records, daily work reports, material sheets or other documents.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports any incidents, accidents, problems, or unusual situations.

Communicates with supervisor, employees, other departments, contractors, customers, the public, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Valid Alabama driver's license. High school diploma or GED; supplemented by previous experience and/or training involving utility installation/repair, general maintenance work, equipment operation; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Ability to work in adverse weather conditions for long periods of time; Ability to follow written and oral instructions to complete assigned tasks; Ability to work overtime and weekends when necessary.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving both the evaluation of information against measurable or verifiable criteria, as well as, information against sensory, judgmental or subjective criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, electric currents, machinery, vibrations, traffic hazards, bright/dim light, hazardous materials, confined spaces, toxic agents, disease, pathogenic substances or animal/insect bites.

North Baldwin Utilities is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, NBU will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.