



Job title	Utility Technician
Department	<i>Water & Sewer</i>
Reports to	W&S Supervisor/Crew Leader

Job purpose

Performs entry-level labor to assist in the operation and maintenance of water and wastewater systems. Predominantly functions on a construction crew performing excavation and repair of water and sewer lines.

Duties and responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform basic installation, repair and maintenance of water distribution / sewer collection systems to include:
 - Laying pipe and ensuring it is on the right grade and in the proper layer of gravel
 - Making sure ditches are shored properly and safe to enter
 - Repairing broken lines, stubs and force mains
 - Adjusting manholes to ground level
 - Landscaping yards that have been destroyed by line installation
 - Clearing easements to provide easier access to the outfall line
- Perform general housekeeping and grounds maintenance duties to include:
 - Cleaning rest rooms, offices and locker rooms
 - Washing down solids, algae accumulation on basins
 - Cleaning oil and grease from equipment
- Prepares the surfaces on equipment, structures and buildings for painting and paints
- Landscapes the grounds that surround the facilities to include cutting grass, trimming and pruning of shrubs and trees
- Maintain, clean and stock materials on trucks and equipment
- Assist Plant Operators by taking samples, running pH tests, taking meter readings and helping with sludge press
- Attend safety classes, reinforce and comply with company safety policies
- Work harmoniously with TOWN OF HAVANA employees and the public and comply with TOWN OF HAVANA policies

Qualifications

Prefer one year of related experience in sewer and water construction and maintenance, equipment operations, truck driving or manual labor and must have high school diploma or GED. Must have a valid state driver's license and meet minimum driving standards. Must have or obtain Commercial Drivers License within 24 months of employment start date.

Knowledge of:

- Construction and operation of collection/distribution systems
- Various types of pipe
- Equipment used in repair and installation of the sewer and water systems
- Cleaning techniques and tools and supplies needed
- Grounds maintenance
- Safety practices, procedures and equipment used

Skill in:

- Operates dump trucks, front-end loaders and ten wheel trucks to perform required hauling and unloading of equipment and material, as necessary



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Ability to:

- Read simple sentences or instructions; write simple sentences; speak simple sentences using basic grammar.
- Work emergency duty during non-scheduled work hours
- The employee must be willing to work non-standard and overtime hours as required.
- Distinguish between different shades of color

Working conditions

While performing the duties of this job, the employee may be exposed to extreme heat and/or cold, wet or humid conditions, bright and/or dim light, dust or pollen, intense noise levels, vibration, fumes or noxious odors. All required safety standards shall be adhered to in order to mitigate risk from moving mechanical parts, electrical shock, heights, blood-borne pathogens, traffic, animals and wildlife, toxic or caustic chemicals, and other identified hazards.

Physical requirements

This position requires frequent standing, kneeling, bending and climbing. The employee must be able to use hands to operate and manipulate tools and equipment. This position requires very heavy physical exertion including the ability to lift over 50 pounds and exert over 100 pounds of force on a regular basis.

The employee must be willing to work non-standard and overtime hours as required.

The position requires normal visual acuity and field of vision, hearing, and depth perception.

EEO Statement & Drug Free Workplace

TOWN OF HAVANA is drug-free, equal opportunity employer. It is TOWN OF HAVANA's intent to maintain a work environment which is free from harassment, discrimination, or retaliation because of age, race, gender, color, national origin, religion, sex, sexual orientation, pregnancy, physical or mental disability, genetic information, gender identity, veteran status, military service, or any other status protected by federal, state or local laws.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. Employees shall perform all other duties as required.

I fully understand the contents of this job description and have had the opportunity to ask questions regarding the required job duties, working conditions, and physical demands of this position. I understand that this job description is not a contract of employment and does not in any way alter the "at-will" nature of employment with TOWN OF HAVANA

Employee's Printed Name _____

Signature _____

Date _____