

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

WATER MAINTENANCE TECHNICIAN I

Amended

Department: Public Services

Division: Water Utility

Pay Grade: G07

FLSA Status: Non-Exempt

GENERAL PURPOSE

This position performs semi-skilled work involving laying, repairing, and maintaining pipelines and associated system components, working with SCADA, meters, and other electronic and computer associated equipment. Receives direct supervision from the Maintenance Supervisor or Maintenance Crew Leader.

ESSENTIAL JOB FUNCTIONS

- Read water meters, remember the reading, and record consumption (numbers) correctly; identify water meter equipment problems and perform minor water meter maintenance.
- Employees at this level perform a full range of duties as assigned including operation of various maintenance machines and equipment, shoveling, and spreading asphalt and the laying and repairing of pipelines; ability to repair and maintain pumps and pressure regulator valves.
- Read residential and commercial water meters using manual and electronic reading skills and computerized meter reading equipment on assigned routes; record readings and make necessary calculations; ensure that meters are registering properly; report to supervisor on meter conditions, defects, or suspicious conditions; provide water utility customers services including re-reading meters and delivering delinquent account notices; respond to and resolve customer requests, complaints and inquiries; discontinue water services as required.
- Perform minor meter maintenance and repair duties.
- Perform the routing of new accounts; prepare a variety of operational reports related to water meter reading activities.
- Respond to emergency calls after hours.
- Inspect meter rings and covers before reading meters for fit and safety; replace damaged meter box rings and covers as needed.

- Maintain hand tools and assigned equipment; perform preventive maintenance on equipment.
- Install street barricades and cones prior to the performance of street repair activities.
- Direct and control traffic around work sites.
- Utilize proper safety precautions related to all work performed; respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Assist in the installation, maintenance, and repair of water mains, service lines, fire hydrants, valves, detector checks and backflow prevention devices; flush and chlorinate main water lines and hydrants as necessary.
- Assist in tapping main lines and boring for service installations; replace customer service lines; check water lines and meters for leaks; make water line connections and set meters; accordingly, conduct high water bill inspections; install, repair, and replace meters, meter vaults, and boxes; remove old water meters and set new ones; repair and replace rings and covers; continually inspect for repairs.
- Operate and maintain various city vehicles in a safe and appropriate manner.
- Take stand-by status as assigned.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform other related duties as required/assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- At least one year of general maintenance experience performing field maintenance work within the assigned area of responsibility; six months experience with computerized data entry equipment is desirable; some general water systems experience, construction experience or other utility experience is also desirable.
- High school diploma or its equivalent.
- Any combination of experience and education that would likely provide the required knowledge and abilities may be qualifying.

SPECIAL REQUIREMENTS

- Possession of, or ability to obtain, within 120 days of appointment, a Class B CDL.
- Possession of or ability to obtain a Grade IV Water Distribution certificate within six months of appointment.
- Employee will be required to complete NIMS IS100, IS200, IS700, and IS800 within one year of hire.

Failure to obtain/maintain license and certificate as outlined above may result in termination from the position

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the methods and techniques of general construction, maintenance and repair related to the area of work assigned.
- Knowledge of the operational characteristics of mechanical equipment, water meters, and tools used around work assigned.
- Knowledge of occupational hazards and standard safety practices.
- Knowledge of pertinent policies.
- Knowledge of basic arithmetic principles.
- Skill in performing unskilled and semi-skilled maintenance, construction, and repair work around work assigned.
- Skill in operating a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Knowledge of safe driving practices.
- Skill in driving a standard transmission vehicle.
- Skill in performing a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Skill in performing heavy manual labor.
- Skill in working independently in the absence of supervision.
- Skill in communicating clearly and concisely, both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking or standing for extended periods of time, operating assigned equipment.
- Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, operating assigned equipment and vehicles as required by the position.
- Ability to maintain mental capacity which allows for effective interaction and communication with others.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Standby and on call assignments occur frequently, as does working overtime, as needed.
- Ability to respond to Standby and call backs within a timely manner of 40 minutes.
- Work environment is primarily outdoors, which may expose the employee to moderate to loud noises, wet or humid conditions, moving mechanical parts, high and precarious places, fumes, or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, extreme cold, risk of electrical shock, and vibrations.

- Frequent travel between sites is required, which exposes the employee to the hazards associated with travel by vehicle.
- The work is heavy work which requires exerting up to 50 pounds of force occasionally, up to 25 pounds frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual ability to see clearly at close (less than 20 inches) and far (20 feet or more) distances, identify and distinguish colors, observe an area that can be seen up and down or the left and right while eyes are fixed on a given point, judge distances and spatial relationships, and adjust the eye to bring an object into sharp focus.
- Additionally, the following physical abilities are required: standing, walking, sitting, using hands and fingers to handle or feel, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing, and smelling.

WORKING CONDITIONS

The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Travel from site to site in residential or commercial environment; significant walking and bending daily; must be able to read an average of 300 meters per day which would include the ability to perform knee squats, forward bending and repetitive wrist motion. Exposure to dust and noise; heavy lifting, standing, climbing; may work at heights or in deep trenches; work in inclement weather conditions. Perform re-reads, replace bad meters and rings, and covers as needed.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

MOTOR VEHICLE REPORT

Driving record of successful applicant will be obtained by the HR office.

EDUCATION REQUIREMENT

Successful applicant must submit a copy of above education requirements when requested.

VETERAN'S PREFERENCE POINTS

Applicants MUST submit a copy of their DD-214 to the Human Resource office during the interview process. This is for initial appointments only.

SALARY RANGE

GRADE 7, STARTING \$1,320.00 - \$1,897.97 (Bi-weekly Rate) (DOQ). Typically hire at minimum. This position is eligible for benefits.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com **until filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

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AA/EOE/ADAAA

November 9, 2021