

# CITY OF LOMA LINDA



## UTILITY MAINTENANCE TECHNICIAN I

REVISION DATE: 05/02/2018

### DEFINITION

Under general supervision, performs a variety of tasks associated with the City's water distribution system, wastewater collection system, equipment and facilities and meter/customer service department.

### CLASS CHARACTERISTICS

This is the journey level class in public works. The class of Utility Maintenance Technician is a working level position in the Utilities Maintenance Technician series. The class receives general supervision from higher level management or supervisory staff.

### EXAMPLES OF DUTIES

*Depending on assignment, duties may include, but are not limited to, the following:*

1. Perform water meter installations, disconnects, and maintenance of meters.
2. Perform repairs on water distribution and wastewater collection systems.
3. Perform installations on water distribution and wastewater collection systems.
4. Participate in 24-hour, seven day a week on call service for water service emergencies.
5. Carry out service orders to completion
6. Drive a department vehicle in the course of daily duties
7. Read meters as needed
8. Oversee the care, maintenance, and safe operation of equipment used in assigned work. In addition maintain inventory of tools and parts needed for necessary operation, maintenance, and repairs of the water and wastewater facilities.
9. Perform customer service and problem-solving for the City's customers.
10. Perform related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, and techniques of utility systems and water collection/distribution systems.
- The uses and purposes of general tools and equipment used in construction, maintenance or repair activity; safe work methods.

Skill to:

- Safely and properly operate various tools and equipment
- Demonstrate proficiency in the care and use of all site specific, facility required personal protection equipment.
- Read, write, interpret and record data from: meters, gauges, scales, panels, computer consoles, and other equipment.
- Perform a variety of semi-skilled and unskilled work in the construction, maintenance, or repair of City sewer or water systems, and related facilities
- Read, interpret and apply a wide variety of technical information

Ability to:

- Understand and follow verbal and written directions
- Work effectively in the absence of supervision
- Establish and maintain effective working relationships with those contacted in the course of work.
- Act quickly and calmly in emergencies
- Exercise good judgement

### QUALIFICATIONS GUIDELINES

*Minimum requirements as a condition of hire are as follows:*

Education

- A High School Diploma or G.E.D certificate is required.
- Supplemental college level or vocational coursework related to water supply engineering or closely related field is highly desirable.

License and Certificates

- Possess/maintain a valid and appropriate California license.
- Possess/maintain a water distribution operator grade I certificate.

Experience

- A combination of education and experience that provides the knowledge, skills and ability necessary for satisfactory job performance.
- A minimum of two years of closely related experience is highly desirable. Closely related experience is defined as: water distribution systems, wastewater collection system, equipment and facilities and meter /customer service.

### SPECIAL REQUIREMENTS

*Essential functions and duties require the following physical abilities and work environment*

- Ability to travel to different sites and location
- Ability to maintain a safe driving record, observing legal and defensive driving practices.
- Ability to pass a medical examination at the time of appointment
- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 75 lbs
- Exposure to heat, noise, outdoors, vibration, confined work space, chemicals, explosive materials, mechanical hazards, and electrical hazards, toxic substances, wastewater, sludge, effluents, bacteria, viruses, traffic hazards.
- Incumbents work outdoors under varying weather conditions and must be able to perform heavy manual labor.