



JOB DESCRIPTION

<u>POSITION:</u>	WATER AND WASTEWATER TECHNICIAN
<u>HEADQUARTERS:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full-time, Non-Exempt Represented Position
<u>WORK WEEK:</u>	Monday – Friday, 7:30 a.m. – 4:00 p.m.
<u>SUPERVISOR:</u>	Water and Wastewater Systems Superintendent
<u>RATE OF PAY:</u>	\$35.78 per hour (effective 5/1/2019)

PURPOSE: To construct and maintain the District's water and wastewater systems in a manner that ensures economical use of personnel, vehicles, equipment and materials. Perform activities associated with the operation of the systems to facilitate accomplishment of the District's mission.

ESSENTIAL JOB FUNCTIONS:

- Perform any tasks for the installation, operation and maintenance of water mains, pump stations, water treatment plants, reservoirs, services and associated equipment comprising the District's water systems.
- Read water meters, call on customers having complaints or questions relating to water, sewer or septic service, and either make repairs or arrange for repairs to be made.
- Maintain record of service calls made and action taken.
- Supervise contractors working for the District on water and wastewater systems.
- Assist in warehousing materials and stock trucks with needed materials.
- Responsible for use, care and security of tools, vehicles, equipment and materials utilized.
- Meet and work with the public effectively and courteously.
- Perform tasks for the monitoring, inspection, reporting and maintenance of wastewater, septic system or drainfield pumps, valves, tanks, piping and associated equipment.
- Perform work with a high level of accuracy and professionalism.
- Must have the ability to work as a member of a team.

ADDITIONAL JOB FUNCTIONS:

- Locate water and wastewater system facilities.
- Complete paperwork associated with job functions in a neat and timely manner.
- Secure and load necessary materials and supplies from warehouse.
- Inspect water and wastewater system installations done by contractors or others.
- Report any hazards or damage observed to District facilities to supervisor.
- Drive and/or operate vehicles and equipment as required.
- Attend planning and training meetings.

ADDITIONAL JOB FUNCTIONS (continue):

- May perform duties of Senior Water and Wastewater Technician.
- Other duties as assigned.

JOB STANDARDS:

Knowledge, Skills and Abilities:

- Must have a thorough knowledge of the District's water and wastewater systems and their components.
- Must have the ability to locate and identify mains, distribution lines, pipes, meters and valves, and isolate and shut off sections of the system properly.
- Must be thoroughly familiar with water and wastewater system techniques, tools and equipment required in construction and maintenance.
- Must develop a thorough knowledge of water meters, pressure regulation valves, pump stations, water treatment plant operations, wastewater tanks and wastewater drainfield operations.
- Must be knowledgeable of District recordkeeping methods and procedures such as time sheets, work orders, etc.
- Must have the ability to work from maps, blueprints, specifications and sketches and comprehend and carry out work instructions.
- Demonstrate high level of cooperation within the work group and with other departments required.
- Must have the ability to communicate clear and concise verbal instructions and information to coworkers, supervisors, customers and others.
- Must have the ability to work without close supervision and to make decisions compatible with prior instructions.
- Must have the ability to work in areas where animals and snakes may be found.
- Must have or develop a thorough knowledge of District Accident Prevention Rules, procedures, equipment and tools and applicable state and federal regulations.
- Must have math, reading, and writing skills as related to job functions.
- Must have a demonstrated ability to operate construction and maintenance vehicles and equipment.
- Must have the ability to remain calm under pressure and to be courteous at all times.
- Demonstrate a positive attitude, good work ethic, promptness in work arrival and in accomplishing all tasks.
- Must have complete knowledge of the District's Procurement Process.
- Demonstrated ability and willingness to assume new assignments.

Education, Experience and Training:

- Must have 3 years experience in water and wastewater systems or pass a District competency test.
- Must be State certified as a Water Distribution Manager I.
- Completion of a State-approved Cross Connection Control School preferred.
- Must have a high school diploma or equivalent.
- Experience in the operation of District (or similar) vehicles and equipment preferred.
- Must be familiar with safety procedures regarding traffic control.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have, or obtain within six months of employment, valid Washington State-approved Industrial First Aid card and Washington State Community College Flagging and Traffic Control card.

Other Requirements (continue):

- Must have, or obtain within six months of employment, a valid Washington State driver's license with Commercial Class A and air brake endorsements. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.
- Must have a safe driving record.
- Must work emergency and prearranged overtime.
- Must wear and utilize personal protective equipment as required.
- Must live within the established residency boundaries.

WORKING CONDITIONS:

- The job functions will be performed in indoor and outdoor environments, subject to adverse weather conditions and noise.
- Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven and/or water soaked.
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.
- The job functions require working with persons who exhibit many types of personalities and behaviors.
- Job functions will require work on ladders, structures and equipment.
- May encounter the need to work with hazardous materials; use of certain chemicals requires wearing of protective clothing.
- The job involves working in areas where animals and snakes may be present.
- Some job functions are performed in enclosed, confined spaces.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 75 pounds. Materials, equipment, etc. will be lifted to and from trucks, equipment, warehouse shelves and the ground.
- The work requires the ability to climb ladders and structures; to climb on, off and around trucks and other equipment and to work in elevated positions up to 60 feet.
- The work requires the ability to operate tools, equipment, vehicles and machinery.
- The work requires the ability to observe water and wastewater system conditions; to work in limited light; and to differentiate among colors.
- The work requires the ability to answer questions and communicate with coworkers, supervisors, customers and others in person and on telephones and mobile radios.
- The work requires the ability to see, hear and smell in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
- The work requires physical strength and agility necessary to perform heavy manual labor.
- Work activities involve combinations of walking, kneeling, pushing, pulling, climbing, bending, lifting and carrying and standing for extended periods.

EQUIPMENT AND VEHICLES:

- The job requires driving and operating vehicles such as an automobile, pickup truck, van, truck with hydraulic boom and forklift.
- The job requires use of tools such as a chain saw, electric tools, axe, hammer, pumps, locating devices, lawnmowers, string trimmers, etc.
- Future work practices may necessitate the use of different equipment, vehicles and tools.