



Tuolumne Utilities District
Job Description
SYSTEMS UTILITY TECHNICIAN

POSITION:	Systems Utility Technician	DEPARTMENT:	Distribution
REPORTS TO:	Water Master	FLSA Status:	Non-exempt
PAY RANGE:	Range 34	DATE PREPARED:	September 2015
INCUMBENT:			

GENERAL DESCRIPTION

Under supervision of the Water Master, implements the District's valve maintenance, cross-connection control, pressure reducing stations, backflow prevention assemblies, and flushing programs. Performs other duties as assigned.

ESSENTIAL FUNCTIONS

- **VALVE MAINTENANCE:** Responsible for the valve maintenance program. Tests and maintains pressure reducing stations on an assigned schedule.
- **USAs:** Performs Underground Service Alert (USA) functions– Underground Utility locating using locating instruments. Maintains Locating certification.
- **BACKFLOW DEVICES:** Performs inspections of District-owned backflow assemblies to ensure conformance to standards; tests, diagnoses, trouble-shoots, disassembles and cleans backflow assemblies; removes and replaces backflow assemblies. Maintains records and logs of backflow assembly inspections, tests and repairs. Advises and confers with customers to schedule service shutdowns to inspect, test and repair backflow assemblies. Ensures the timely and accurate completion of preventive maintenance activities.
- **FLUSHING:** Responsible for the flushing program.
- Performs maintenance repairs on meters, pumps, ditches and pipelines.
- Completes all recordkeeping required for position.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

KNOWLEDGE OF

- Practices, techniques, methods, tools and equipment used in the testing, installation, maintenance and repair of backflow prevention assemblies
- Safety practices, safe work methods and safety regulations pertaining to the work
- Mathematics
- Safe Drinking Water Act and relevant EPA regulations pertinent to the testing, installation and repair of backflow prevention assemblies.
- National Pollutant Discharge Elimination System (NPDES) permit and requirements.
- Computer applications using a Windows Operating System with Microsoft Office software, including Word and Excel.
- Computer applications related to the work; codes, ordinances and regulations pertaining to the work.

SKILLS IN

- Inspection, installation, diagnosing and repairing a wide variety of backflow prevention assemblies.

- Identification and implementation of effective courses of action to complete assigned work.
- Reading and interpreting maps, plans, specifications and manuals.
- Exercising independent judgment and initiative within established guidelines.
- Establish and maintain positive working relationships with those encountered in the course of the work.
- Providing excellent customer service and relations.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: Display verbal skills to effectively interface with other staff members, the public, other public agencies. Maintain the capacity to sit at a computer for extended periods of time. Walk, climb and negotiate uneven terrain. Ascend and descend steps and embankments. Lift, push, pull and carry up to 50 lbs. Use hands and fingers to handle, or feel objects and controls. Drive a vehicle in all weather conditions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

QUALIFICATION REQUIREMENTS

Education/Certification:

- Graduation from high school or G.E.D. equivalent.
- Possession of a valid Water Distribution Operator Certificate Grade 3 issued by the California State Water Resources Control Board.
- Possession of a valid AWWA (CA/NV Section) Backflow Prevention Assembly General Tester Certificate.
- Possession of a valid California commercial driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

- Five years' experience in distribution system maintenance and/or operations in the waterworks field; or an equivalent combination of training and experience. Two years' experience as Utility Worker for the district is preferred.

Work Hours:

7:00 a.m. to 3:30 p.m., Monday through Friday. Subject to change as required to meet the needs of the District. Is subject to after-hours calls and unscheduled work. Must participate in the on-call standby rotation on a regular basis and be available to work overtime.

I have reviewed this job description and agree to abide by the position requirements.			
_____	_____	_____	_____
Supervisor's Signature	Date	Employee's Signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			