

**CITY OF WALLER
JOB DESCRIPTION**

Job Title: Utilities Maintenance Technician

Non-Exempt

Reports To: Public Works Superintendent

Department: Public Works

JOB SUMMARY

Performs duties to support the Public Work's overall mission. Monitors operations of the water, sewer, and gas utilities to ensure efficient operation. Responsible for customer service, maintenance of grounds, vehicles and fire hydrants. Performs preventative maintenance, and major/minor mechanical and electrical repairs.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what a Utilities Maintenance Technician may be asked to perform; other duties may be assigned:

- Conducts reads and re-reads of water and gas meters.
- Monitor master water meter on tower and records water pumped daily through the wells.
- Conducts chlorine test.
- Initiates water and sewer taps and performs repairs on residential and commercial lines.
- Performs connects and disconnects for service.
- Changes out and replaces broken gas and water meters.
- Operates jet truck to relieve stoppages in sewer lines.
- Performs street, sign and drainage maintenance.
- Assist with animal control duties.
- Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent (GED).
- Ability to become operator qualified for gas system.
- Minimum 6 month's prior work experience.
- Valid Texas driver's license with acceptable driving record.

PREFERRED

- TCEQ Grade "C" certificate in Water and Wastewater.

SKILLS AND ABILITIES

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.
- Basic knowledge of mechanical and electrical motor skills and basic knowledge of chemistry.
- Basic working knowledge of office equipment, computers and computer software.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.
- Ability to get along appropriately with co-workers and the public.

MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations to determine flows and dosages.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.

Physical Environment

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision, depth perception, and the ability to adjust focus.
- This job is performed in the outdoors in adverse weather conditions.

Work Environment

The work environment may include some or all of the following:

- Repetitive activities.
- Adverse Weather conditions.
- High volume work days.
- Noise distractions (telephone calls, equipment, conversations with customers, etc.).
- Unpleasant social situations (dealing with upset or irate individuals).