

NOTICE OF JOB OPENING

POSITION:

Utility Services Technician I
(Full-Time)

DEPARTMENT:

Water Plant

TEMP PAY: \$11.49/hour

POSITION SUMMARY:

Under the supervision of the Utility Services Foreman, performs manual labor and operates various pieces of equipment to install, maintain, and repair water main, hydrants, and new water service taps. Also performs maintenance on worn or damaged water meters and effects repairs or replacements, as needed. Also performs maintenance and repairs on sanitary sewers and lift stations as needed. Additionally, reads water meters, assists customers with problems and complaints, and turn on or turns off water service, as needed.

Essential Job Functions:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks, which may be found in position of this class.

Water Division

- Maintains and repairs water mains and related appurtenances, isolates broken mains and repairs or replaces, as needed, to restore water service.
- Installs new water service taps and service lines, and repairs existing water service taps and water service lines, as needed.
- Maintains and repairs valves and fire hydrants, paints, replaces worn parts such as pins, bolts, foot valves, gaskets, and valves. Replaces whole assembly and sleeves, when necessary. Regularly inspects and maintains records to insure proper operation.
- Dismantles inoperative or inaccurate meters and examines parts to determine reason for malfunction.
- Repairs or replaces worn or defective meter parts, cleans moving parts, and reassembles meters utilizing various hand and power tools and sand blaster.
- Test accuracy of meters by connecting them to calibrate testing equipment, keeps records of meter test results, and determines usefulness of meter.
- Maintains inventory of new and rebuilt water meters, water meter replacement parts, and related supplies.
- Operates a backhoe to dig a backfill trenches when laying or repairing pipe and to load and unload a variety of materials used for project.
- Turns water off in case of emergency, discontinued or vacationing customers and during installation or repairs of water lines, and turns water on to re-establish water service when needed.
- Investigates customer complaints of high-water bills, leaks, loss of service, low-pressure, or bad taste, color, or odor. May refer complaints to appropriate staff member.
- Reads meters, as necessary,

Wastewater Division

- Operates sewer-cleaning equipment to maintain sanitary sewer lines. Provides repair or replacement as necessary.
- Performs daily maintenance on lift station, check pump operation, cleans, maintains, and repairs pumps, motors, and other related equipment as needed.
- Maintains records of work performed.
- Performs manual labor such as digging and filling holes and shoveling snow away from hydrants.

Expiration Date: Until filled

- Maintains records of daily activities, listing repairs made, materials and equipment used, and amount of time spent on each job.
- Operates truck to haul materials, equipment, and personnel in connection with Utility Services projects. Assists in the care of vehicles, follows proper procedures on care and maintenance, reports problems to appropriate staff.
- May be required to respond to emergency calls at times other than regularly assigned work hours.
- Performs other duties as assigned.

Education / Experience / Knowledge:

The State of Michigan requires a minimum of six (6) points of experience qualification before a person becomes eligible to write the S-4 certification examination. They also require a minimum of 40 points for educational qualification. The applicant should have knowledge of basic math; the ability to learn the basic procedures related to a water distribution system, and general knowledge of work and safety practices.

New Employees: Must attain S-4 Certification within two (2) years of date of hire.

Existing Employee: An employee hired prior to April 1, 1987, and currently holding this classification, is exempt certification with this classification.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and the ability to perform the job, are also considered.

Possession of a high school diploma or its equivalent, and a minimum of one year of experience involving water service device maintenance and construction, water meter repair, sanitary sewer maintenance, and related equipment operation, or equivalent.

Possession of valid Michigan Vehicle Operator's License and Commercial Driver License (CDL).

Attainment of a Michigan Department of Public Health S-4 Water Distribution Certificate is required for employment in this classification.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee frequently is required to use hand and fingers. The employee is occasionally required to travel to other locations. The employee must frequently lift and/or move light weight items.

All applicants will be subject to drug screening, driving record and criminal background checks.

A skills test will also be administered to all candidates.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Persons will follow any other instructions and perform any related duties, as may be required by their manager, supervisor or department head.

The City of Benton Harbor is an equal opportunity employer and a drug-free workplace.