

CITY OF WATERTOWN - POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: July 19, 2019

Title: Water Distribution Technician **Department:** Water Utility

Pay Grade: Grade G

FLSA Status: Non Exempt

General Summary:

Considerable knowledge of the all water utility meter components which allows the water utility to legally sell the drinking water in the State of Wisconsin.

This position's duties involve responsibility for all the asset management, maintenance and repair of the entire drinking water network of pipes, valves, hydrants, water storage structures, and water services. Essential duties of the job include all aspects to deliver safe drinking water from source to tap. The position is responsible for carrying out all the field work based on planning, and scheduling provided by the Water Distribution Crew Leader / Foreman. The position is responsible for the systems source water storage system, and for ensuring the safe and efficient operation of the system. Must also perform a variety of manual, monitoring, testing and reporting functions to ensure proper operation of a Class A water supply system in accordance with State and Federal drinking water standards.

The distribution technician must be capable of working as part of a team to address problems and implement solutions before they adversely impact the quality of water produced, and exercise considerable independence of judgment while working with the other crew members. While much of the work may be routine in nature, the distribution technician must be constantly alert to and aware of the operating conditions of various equipment such as pumps, motors, chemicals, traffic, heavy equipment, instruments, valves, meters, etc. The distribution technician is responsible for all field work required as directed by the Crew Leader which also includes technical training with other crew members. Willingness to receive and respond to emergency call-outs. Employee must maintain State of Wisconsin DNR Grade 1 Waterworks Distribution certification. These employees also fill in on a rotating basis for water operations, maintenance, water meter and customer service jobs as assigned. Position shares in the weekend and holiday on-call and water system operations schedule which include drinking water lab testing and as such performs the duties of other positions as assigned.

Reporting Responsibility:

Under the direction of the Water Distribution Crew Leader / Foreman who ultimately reports to the Water Systems Manager. Tasks require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Work is reviewed through inspections and observation.

Specific Accountabilities:

1. Supervision of contractors who are working on water system construction, repairs, and maintenance of water mains, services, hydrants, and water supply reservoirs.
2. Assist in maintaining accurate and legible records related to the drinking water system (e.g., cleaning, video reports, maintenance, repairs, locations, etc.).
3. Run all equipment (e.g., hydro-vac, hydraulic valve turner, dump truck, leak logger equipment, GIS data entry, etc.) proficiently.
4. Assist in future planning of improvements to the distribution system.
5. Operate the radio system.
6. Clean and maintain all equipment.
7. Oversight with trucking materials and equipment to and/or from the job site.
8. Assist in Laboratory when needed.
9. Knowledge to run the water plant SCADA software.

Knowledge, Skills, and Abilities:

High school graduation (or HSED equivalent) with four - five (4-5) years' experience in the drinking water distribution system and post high school training in the water supply field; and/or an equivalent combination of education, experience, and training that provides the following knowledge, skill, and ability:

- ~ Considerable knowledge of drinking water distribution systems.
- ~ Knowledge of occupational hazards and ability to work and take precautions for safe working.
- ~ Considerable knowledge of maintenance, asset management of all components involved with the pumping and transportation of the drinking water system.
- ~ Good ability to understand and follow all regulations controlling Confined Space Entry.
- ~ Ability to perform routine maintenance
- ~ Ability to operate building and grounds equipment.
- ~ Ability to maintain effective working relationships with others.
- ~ Ability to understand and carry out instructions and to adhere to prescribed office practices.
- ~ Ability to perform medium to heavy physical tasks under varying weather conditions.
- ~ Ability to carry up to 50 pounds.
- ~ Ability to develop and maintain accurate records.
- ~ Ability to work on weekends and overtime as needed.

Required Certifications and / or Licenses: Obtain and maintain a Wisconsin Water Operators Certification / License in groundwater and distribution, a Wisconsin Department of Safety and Professional Services Cross Connection Control Device Tester certification, and a commercial driver's license as needed or if requested by the Water Systems Manager.