CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: UTILITY TECHNICIAN **JOB CODE: 2705**
DEPARTMENT: GENERAL SERVICES **DATE: 2/08**
REPORTS TO: VARIOUS

JOB SUMMARY:

Works independently performing a variety of skilled and semi-skilled maintenance and repair work on municipal treatment facilities, buildings, property, motorized equipment, and water/wastewater systems requiring skills in carpentry, plumbing, electricity, welding, mechanics, masonry, painting, construction, heavy equipment operation, and other general trades; regularly serves as lead worker, supervising a crew of assigned workers on specific projects; in some assignments, regularly interacts with private citizens and contractors.

ESSENTIAL JOB FUNCTIONS: (All essential functions may not be performed by all incumbents).

Serves as lead worker in digging operations to install and repair water, sewer, and drainage systems and to lay and replace sewer and water lines and house connections; constructs manholes and catch basins.

Under the direction of the immediate supervisor, performs complete flushing of the water system on an annual basis; maintains all hydrants in working order through a preventative maintenance schedule, which is completed during the flushing of the system; orders parts for hydrant repairs; completes the repairs and maintains records of all the hydrants and any maintenance performed on them; supervises painting and maintenance of the hydrants.

Performs lead-worker responsibility in the inspection and repair of pump stations, generators, wetwells, grinders, heaters, humidifiers, blowers, and other plant equipment.

Operates heavy equipment and commercial vehicles.

Operates vehicles for transportation of wastewater residuals to appropriate disposal sites.

Repairs and maintains a variety of motorized equipment.

Cleans sludge holding tanks, grit tanks, and clarifiers.

Fabricates machines; welds metal in repair or construction of facility equipment or systems.

Assists immediate supervisor in coordinating the maintenance of sanitary and storm systems, which includes clearing sewer and storm mains, constructing new laterals, repairing and clearing existing laterals, constructing and repairing inverts, and resetting manhole and catch basin frames.

Enforces safety rules and regulations.

Performs lead-worker responsibility in routine inspections of sanitary and storm drainage collection systems; performs record keeping on all projects.

Carries out lead-worker responsibilities, including assigning and directing work, addressing complaints, and reporting problems to supervisor.

Performs electrical work, including troubleshooting and repairing existing wiring systems, running conduit, pulling wire, and adding outlets, switches, and fixtures.

May perform lead-worker responsibility in grounds maintenance activities, including mowing, trimming, weeding, irrigating and raking lawns, pruning trees and shrubs, removing snow, and repairing sidewalks and walkways.

Performs maintenance and repair work on municipal buildings, including maintaining and repairing plumbing and heating systems, painting interior and exterior surfaces, and repairing roofs, steps, fences, and doors.

Under the direction of the immediate supervisor, serves as lead worker and performs flow tests on the water system to determine the amount of water available in certain areas of the water distribution system; reports flow test results to person requesting it.

Investigates calls from public regarding discolored water and low pressure problems; determines valves to close and hydrants to flush to correct the problem, or other solutions as appropriate.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicles
Sand Blaster
Test Gauges
Pumps
Fork Lift Ventilation Blower
Heavy Equipment
Portable Steamer
Rodding Machine
Lawn Mowers
Snow Blower
Meters
Power Tools Compressor
Telephone
TV Equipment
Compactors
Chain Saw
Hand Tools Welding Equipment
Leak Detection Equip.
Electrical Testing Equipment
Water Main Locator
Computer
Vactor Truck Coring Machine
Cement Mixers

MINIMUM QUALIFICATIONSREQUIRED:

Education and Experience:

High School diploma or GED supplemented by formal training in at least one of the following trades: carpentry, plumbing, electrical, mechanics, HVAC, heavy construction or machine tool; and, two to four years experience performing related trades maintenance work; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver’s License and Commercial Driver's License with appropriate endorsements.

May be required to possess valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement.

Other specific licenses or certifications may be required according to assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Operation of pumps, valves, generators, wetwells, electrical, and other Water/Waste Water Treatment Plant-related equipment.

Standard tools, methods, practices, and materials of one or more trades.

General buildings, grounds, and mechanical maintenance methods and practices.

Construction techniques, excavations, traffic routing, etc.

Occupational hazards and safety precautions.

Skill in:

Basic Supervisory Practices.

Must have mechanical and/or electro-mechanical aptitude.

Understanding of grades and elevations

Use of required tools and equipment.

Performing welding.

Some assignments may require cross-experience in other sections, such as Highway and Water.

Mental and Physical Abilities to:

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and construction plans.

Deal courteously and diplomatically with the general public.

Follow written and oral instructions.

Give instructions and gain compliance from subordinates.

Perform routine and strenuous work.

Maintain accurate logs and records.

Define problems, collect information, establish facts, and draw valid conclusions.

Perform duties while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light or heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed outdoors, occasionally in cold or inclement weather.

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals.

The work requires the use of protective devices such as masks, goggles, hard hats, safety vests, safety boots or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.