



## **UTILITIES TECHNICIAN**

### General Statement of Duties

Performs operational, laboratory, and maintenance functions in the water treatment plant, and meter reading and equipment operation tasks for the Utilities Service.

### Distinguishing Features of the Class

An employee in this class performs a variety of operational, laboratory, and maintenance duties designed to produce safe treatment of potable water. Work is performed on an assigned shift to assure coverage of the Plant 7 days a week. Work includes monitoring the Plant's operation through observation, mechanical readings and the results of standard chemical and biological tests and to make necessary adjustments in the process as conditions or test results dictate. Other duties include performing standard laboratory duties and tests and assisting with plant and facilities maintenance, as well as maintaining records. Work also includes reading water meters throughout the County, doing service cut-ons and cut-offs, flushing water lines, and answering customer questions and complaints. Work is performed under the general supervision of the Lead Water Treatment Plant Operator and is evaluated through observation, periodic conferences, reviewing records for adherence to operational standards, instructions and safety practices.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Observes the operation of water pumps, electric motors and chemical feed machines; reads various charts, graphs, gauges, and meters; computes from readings and records the water volume pumped; collects lab samples and performs standard analyses and tests as required; adds chemicals as needed.
- Walks a route to read and record water usage at water meters; tests meters and replaces as needed.
- Fulfills work orders to cut on and cut off service.
- Answers public questions, concerns and complaints; documents resolution of problems
- Flushes water lines.
- Performs general preventive and scheduled maintenance; assists on major maintenance and repairs including cleaning, and painting; performs grounds maintenance such as mowing.
- Serves in an on-call capacity on a rotating basis.

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- Conducts daily check of main water plant and small system periodically during the week.
- Conducts inspections and makes necessary repairs of all fire extinguishers.
- Maintains fire hydrants, emergency lighting and MSDS paperwork.

Additional Job Duties

- Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Working knowledge of the operating characteristics and maintenance requirement of water treatment plants.
- Working knowledge of applicable federal, state, and local laws, ordinances, and permitting requirements.
- Working knowledge of the occupational hazards of the work and of necessary safety precautions.
- Some knowledge of standard laboratory test and procedures used in a water treatment plant.
- Some knowledge of hydraulic, chemical and mechanical principles pertinent to water treatment plant operations.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures
- Ability to conduct routine laboratory test.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to read meters, charts, and technical manuals and drawings accurately and to maintain records of shift operations.
- General knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines
- Ability to establish and maintain effective working relationships with peers and superiors and with the public.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to read gauges, dials, and observe moving parts of machines, and to record and review written records.
- Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Vocal communication is required for detailed loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

- Employees are subject to hazards associated with water plant operations including working both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, working in small spaces such as sewer pipes, and oils and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment.
- Worker may be required to wear respirators when working around chlorine tanks.
- Work is generally performed in a moderately noisy location (e.g. business office, light traffic).

#### Desirable Education and Experience

Graduation from high school supplemented by course work in chemistry or biology and moderate experience in the operation and maintenance of machinery and equipment, preferably in a water treatment plant; or an equivalent combination of education and experience.

#### Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Obtain Water Operator's Grade B Certification from the state within six months of employment.

Carteret County  
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.