Maintenance Service Technician

Position summary

Under the supervision of the certified operator, the maintenance service technician performs a wide variety of tasks necessary for the efficient production and distribution of water of sufficient quantity and quality to meet customer demand. This is an exempt (salaried) position that works under minimum supervision. Position will be on 24-hour call every day, including weekends and holidays. The position is hired by the full board of directors. There is a six-month probationary period. Evaluations are conducted at the end of the probationary period and annually thereafter during the month of the utility’s annual membership meeting.

Education and experience

Requires, at a minimum, a high school diploma or equivalent and at least **[number]** years’ experience working in mechanical trade environments. The board may waive the education and experience requirements if there are no applicants meeting the requirements for this position. However, if such a waiver is granted, the probationary period is automatically extended to one year, in which time the person filling this position may be dismissed by a majority vote of the board if there is reasonable evidence that the lack of education and experience is hindering the execution of the required duties stated below.

Other requirements

Because the person filling this position is required to drive the utility’s vehicles, it is required that the person possess a valid driver’s license and possess and maintain a good driving record with no DUI/DWI convictions within the past three years. There will be no waivers granted to this requirement.

Operational duties

• Assists the certified operator in ensuring compliance with federal (EPA) and state water-quality standards.

• Assists the office manager by maintaining control over the inventory of materials, supplies, chemicals and equipment.

• Assists the certified operator in routine preventative maintenance inspections of equipment; performs repairs, adjustments and maintenance of pumps, electric motors, valves, meters, chemical feeders and fire hydrants; lubricates and oils machinery; maintains gas engines and compressors; and maintains proper records of preventative maintenance work.

• Assists with leak-detection surveys.

• Performs normal maintenance, including leak repairs and meter installations.

• Reads water meters monthly and rereads as necessary to respond to customer billing complaints.

• Responds to emergency conditions pursuant to \_\_\_\_\_Water Utility Emergency Operating Procedures.

• Performs maintenance of buildings and grounds and ensures that the well sites are kept clean.

• Reports all leaks, meter malfunctions and other problems to the office manager.

• Performs other duties delegated by the board, certified operator, or office manager.

*Performance of these responsibilities is a necessary and vitally important part of providing safe and cost-effective water and wastewater services to our customers.*

Required knowledge and skills

• Working knowledge of the methods, practices, tools, and materials used in the operation, maintenance and repair of water storage, treatment and distribution equipment and machinery.

• Working knowledge of the equipment, tools and procedures used in installing and repairing water mains, services, fire hydrants and meters.

• Ability to read gauges and meters accurately.

• Ability to prepare accurate records and reports.

• Physical stamina and no physical limitations on lifting, driving, walking or bending.

• Ability to understand and follow oral and written instructions.

• Ability to communicate effectively.

• Ability to establish and maintain effective working relationships with the Board, staff, contractors, engineers, and customers.

I have read, understand and agree to perform all of the duties and responsibilities as outlined above.

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Signed Date