

**CLASS TITLE: UTILITY TECHNICIAN**

**PURPOSE OF CLASS:** Performs skilled work in the operation and maintenance of facilities and equipment utilized in water distribution and wastewater collection systems. Performs related work as required. This position is non-exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart, this position reports directly to the Assistant Director of Public Works.

**PRIMARY TASKS:**

- Daily inspection of well pump stations and wastewater lift stations.
- Records daily pump meter readings, pressure, flow, time, chemical usage, etc.
- Perform corrective measures to pump operations and settings as necessary.
- Troubleshoot, repair and maintain well and wastewater pumping stations.
- Perform preventive maintenance on alarm systems, motors, pumps, wet wells, gauges, air compressors and chlorine injection devices.
- Inspect wastewater systems for inflow and infiltration.
- Check and maintain camera and flow monitoring equipment.
- Conduct pipeline inspections using video camera.
- Record routine cleaning of the wastewater lift stations and collection system.
- Performs routine flushing program to maintain water quality.
- Performs basic facilities and grounds maintenance functions.
- Prepare and collect data to be submitted as required by state and federal regulations; maintain records and prepare reports as required.
- Performs data entry, and filing, creates spreadsheets; performs calculations, interprets data and makes recommendations.
- Collects samples and performs routine water and wastewater laboratory testing.
- Assists in Pretreatment, Backflow and F.O.G. program inspections.
- Maintains work records, including complaint resolutions, maintenance and repair logs, water pressure records, flow records, daily work logs, and other documentation.
- Required to work emergency overtime and on-call duty as necessary.
- May be required to serve as back up or interim ORC.
- Perform other duties as required.

**WORKING CONDITIONS:**

- Work requires considerable light to moderately heavy physical activity including having sufficient strength to lift and carry tools and materials weighing up to 50 pounds. The job may require working in adverse weather conditions, vehicular traffic, confined spaces and hazards involving the use of power tools and heavy equipment and exposure to hazardous chemicals and/or materials, insects and gases. Must possess visual acuity, hearing, touching and the full use of arms, hands, fingers, feet & legs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the collection, treatment, distribution and disposal of water/wastewater.

- Knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in water utilities operations and preventative maintenance field.
- Good basic mechanical, plumbing and electrical ability, ability to solve routine technical problems involved in facility operations.
- Ability to recognize or detect abnormal operating conditions and make necessary adjustments.
- Ability to collect samples and perform basic laboratory tests.
- Ability to communicate effectively with the public and other employees.
- Basic computer skills and have a working knowledge of Microsoft Word, Excel and Outlook.
- Ability to perform general clerical routines including typing.
- Work will require the operation of a personal computer, chlorine colorimeter, calculator, laboratory equipment, power and hand tools, sewer jetter, dump truck and other equipment as required.

**EDUCATION AND EXPERIENCE:**

- High school diploma or G.E.D. required.
- 1-2 years experience in municipal water or wastewater industry preferred.
- Possession of an appropriate valid North Carolina driver's license.
- Possession of or have the ability to receive a C Well, B-Distribution and Collections-II certification within two years of initial employment.
- Additional college-level course work in chemistry, math or biology preferred.

Approved & Adopted by the  
Town of Burgaw Board of Commissioners

Date: \_\_\_\_\_