

**CITY OF HOMER  
JOB DESCRIPTION AND SPECIFICATIONS**

**W/WW UTILITIES TECHNICIAN I**

<b>Department:</b>	Public Works	<b>Sub-Department:</b>	W/WW Utilities
<b>Reports To:</b>	W/WW Util. Tech III	<b>Backed Up By:</b>	As Assigned
<b>Supervises:</b>	None	<b>Backs Up:</b>	As Assigned
<b>Pay Range:</b>	8	<b>Classification:</b>	Full-Time Regular
<b>FLSA Update:</b>	Non-Exempt	<b>Updated:</b>	09/09, 04/12

**GENERAL FUNCTIONS**

Primarily performs maintenance of water distribution and wastewater collection systems. Assists with maintenance of other City facilities, public buildings and parks.

**JOB FUNCTIONS AND MAJOR ACTIVITIES**

1. Performs maintenance of City facilities relating to water distribution and wastewater collection systems.
2. Assists with the maintenance and repairs of City buildings and physical plants as assigned.
3. Assists with monthly water meter readings and transmitting records to Finance Department for billing. Responsible for this function in the absence of Meter Technician. May also be required to assist the Finance Department in monthly billing process in the absence of Meter Technician.
4. Assists Meter Technician with the maintenance of all residential and commercial water meters in the City's water system.
5. Performs preventative maintenance inspections on a routine basis and performs maintenance record keeping.
6. Performs major maintenance projects and repairs.
7. May occasionally be required to assist roadway and excavation crews, and operate light equipment.
8. Performs other duties as directed by supervisor.

**SKILLS, KNOWLEDGE AND ABILITIES**

Three years experience in mechanical and structural repairs and working knowledge in light equipment operations. Maintenance background desired. Must obtain ADEC Provisional Certificate for Water Distribution and Wastewater Collection within 12 months of hire and Level I Certification within 12 months of receiving Provisional Certificate. Working knowledge of computers required and ability to maintain records. Ability to communicate effectively with the public required. Requires certification for Backflow

Prevention & RPZ Testing within two years of hire. High school diploma or GED required with college or vocational courses appropriate to the position. Valid Class B CDL with Tanker Endorsement required.

**DECISION MAKING RESPONSIBILITIES**

Direction is given daily of a specific nature. Responsible for operation of expensive equipment. Responsible for maintenance inspection of water distribution and wastewater collection system. Must be able to make valid judgment about condition of equipment. Individual judgment is particularly important in situations where dangerous conditions are involved. Moderate source of potential liability to the City. Minor budget authority at unit level.

**SUPERVISORY AUTHORITY**

None.

**EXTERNAL VISIBILITY/CONTACT**

High contact with the public. Moderate contact with key service personnel. Infrequent contact with key city personnel, government officials and attendance at public meetings.

**WORKING CONDITIONS**

High frequency of exposure to adverse weather conditions such as extreme cold, snow and ice. High frequency of exposure to extremely hazardous conditions such as working in confined spaces, working in deep ditches, and use of steam boilers. Work includes heavy physical effort in lifting or moving equipment and in working in awkward positions with tools or equipment. Good judgment is required when working in the right-of-way where traffic and pedestrians are present. On call duty and overtime may be required.

This position is subject to the Commercial Driver's License Drug and Alcohol Testing Policy.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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City Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

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Personnel Director Signature \_\_\_\_\_ Date \_\_\_\_\_