

**CITY OF HOMER  
JOB DESCRIPTION AND SPECIFICATIONS**

**W/WW UTILITIES TECHNICIAN II**

<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>	W/WW Util Tech I
<b>Supervises:</b>	None	<b>Backs Up:</b>	As Assigned
<b>Pay Range:</b>	12	<b>Classification:</b>	Full-Time Regular
<b>FLSA Status:</b>	Non-Exempt	<b>Updated:</b>	12/10, 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 repair of City buildings and physical plants as assigned.
3. Performs preventative maintenance inspections on a routine basis and performs maintenance record keeping.
4. Assists with monthly water meter readings and transmitting records to Finance Department. Assists Finance Department with monthly billing process as needed. Responsible for this function in the absence of Meter Technician.
5. Assists Meter Technician with maintenance of all residential and commercial water meters in the City's water system.
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 related duties as directed by Supervisor.

**SKILLS, KNOWLEDGE AND ABILITIES**

Four years of experience and extensive knowledge of maintenance of water distribution, pressure reducing stations and wastewater collection systems. Must possess current State of Alaska Certification Level I in Water Distribution and Wastewater Collection and obtain Level II Certification within 24 months. Must have ability to maintain accurate records. Working knowledge of operation of excavator and backhoe is required. High school diploma or GED with college or vocational courses appropriate to the position required. Valid Class B CDL with Tanker Endorsement required.

**DECISION MAKING RESPONSIBILITIES**

Direction is given daily of a general nature by immediate supervisor. Responsible for developing unit procedures. Individual judgment is particularly important in situations where dangerous conditions are involved such as working in right-of-way where traffic and pedestrians are present and working in confined space situations. Responsible for operation and maintenance of expensive road, water and wastewater equipment. Moderate budget/ expenditure authority at unit level. Activities are a major source of potential liability to the City.

**SUPERVISORY AUTHORITY**

Has supervisory authority over W/WW Utilities Technician I and other assigned personnel in the absence of W/WW Utilities Technician III.

**EXTERNAL VISIBILITY/CONTACT**

High frequency of contact with the general public in dealing with complaints and utility issues and key service personnel in the purchase of parts and supplies. Moderate contact with key City employees. Infrequent contact with government officials and attendance at public meetings. Tact and courtesy is required in dealing with the public.

**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. 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