



CLASS SPECIFICATION FOR:

Utility Technician

General Statement of Duties:

Exercises equipment; performs routine and preventive maintenance; makes basic and general repairs; does related work as required.

Distinguishing Features of Class:

An incumbent in this classification may be assigned to one of three tracks: hydrants, water main valves, or pumping station operations. Uses sound working knowledge of the mechanics and proper maintenance and operation of equipment specific to the Operations Division of the Department of Public Utilities. Work is performed independently under the general supervision. Instructions are given for special assignments. Researches and resolves, or recommends resolution, of a wide variety of problems or questions with unusual issues referred to the supervisor or appropriate Department staff.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Exercises department-specific equipment on a predetermined schedule;
- Inspects and assesses the condition of hydrants or water main valves or the equipment at assigned pumping stations to determine the need for repair and/or replacement;
- Identifies and appropriately refers issues to the supervisor or other appropriate department staff for resolution;
- Performs routine, preventative, scheduled and general maintenance to department-specific equipment, and worksite locations as needed, to ensure the safe and good working condition of equipment and worksite;
- Performs basic and general repairs to department-specific equipment and worksite locations as needed or assigned;
- Follows required procedures and instructions to complete assigned duties and keep equipment in safe operating condition;
- Creates and maintains related and necessary records and logs as assigned;
- Completes assigned work orders in a timely cost-effective manner in the current work order system;
- Develops and maintains a sound up-to-date working knowledge and understanding of the department-specific equipment, and stations if assigned to pumping operations, utilized in support of department operations;
- Safely operates County vehicles and equipment and safely performs assigned job duties at designated locations Countywide under varying, including extreme or confined, worksite, weather and traffic conditions;
- May assist vendors in the maintenance, repair or replacement of equipment or oversee vendors work as assigned;
- May be required to work overtime, be on-call, or work assigned rotational on-call duties;
- Reports incidents at assigned sites to supervisor;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Basic mechanical aptitude sufficient skill to safely exercise and operate equipment, perform assigned maintenance and repairs tasks, and recognize issues with equipment condition and functionality; good knowledge of safety rules/regulations and accident-prevention practices; excellent organization skills with the demonstrated ability to plan and complete work efficiently to successfully complete assigned duties accurately and in a timely manner within established deadlines; ability to multi-task effectively; ability to read, and consistently comprehend, interpret, apply and communicate technical diagrams and information accurately; ability to read, interpret and adhere to complex instructions; may require basic political astuteness when working with the public; sound problem solving skills with the ability to appropriately identify and resolve a variety of issues within established policies, guidelines, requirements and procedures; may require the ability to research and identify solutions; sound judgement with demonstrated ability to consider and weigh a variety of relevant factors and make accurate decisions or recommendations; basic computer skills with ability to use computer and typical business software, department specific software and applications to complete work orders and other assigned tasks; ability to create and maintain accurate logs and records; visual and hearing acuity sufficient to work safely in a wide variety of worksite and weather conditions which includes inclement weather, traffic and other adverse conditions; physical condition that will permit activities inherent to assigned duties which may include driving, heavy lifting, loading, unloading, pushing, pulling, reaching, stooping, climbing, bending, kneeling and working under adverse temperature, traffic and/or weather conditions; basic written and verbal communication skills with the ability to interact professionally and maintain effective working relationships; personal accountability including teamwork and establishing and maintaining positive working relationships; ability to work independently and with a team to complete assigned tasks safely and on time; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County to the public. Requires the ability to work a flexible schedule, overtime, and on-call assignments as needed or assigned.



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Minimum Education and Experience:

Education: Graduation from high school with relevant coursework completed in mechanics or other relevant courses at the high school or college level;

Experience: Three years of relevant work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license and a safe driving record to perform assigned duties at various locations Countywide.
- May require a Class A CDL.
- May require other certifications or licenses relevant to assigned duties.