

| |
|--|
| <p style="text-align: center;">CITY OF BEAVERTON Water Distribution Technician</p> |
|--|

General Summary

Perform maintenance and repair of City water distribution system.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Maintain, repair, disinfect and replace main and service distribution lines including meters and meter boxes. Conduct pressure and leak checks.
2. Perform hydrant and valve maintenance. Operate system control valves, valve exercise machine and valve clean out machine.
3. Take routine water samples throughout the City and deliver to testing laboratory. May perform routine monitoring and diagnosis using telemetry equipment.
4. Set up safety traffic controls, shoring and enter confined spaces.
5. Maintain records and maps as required by state and federal regulations. Track and document materials usage.
6. Operate heavy equipment such as vactor, loaders, backhoe, ten-yard dump trucks, street cutting saw, jack-hammer, trenching machine and other equipment as assigned.
7. Repair concrete curbs, sidewalks, driveways and landscapes after utility repairs.
8. Perform walk-through inspections on new construction.
9. Read meters and turn water on and off due to non-payment.
10. Respond to emergency situations as required.
11. Diagnose routine water distribution problems using telemetry equipment and programs as assigned
12. May participate in department/division/section operational processes including procedure development and implementation.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.

14. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
15. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Develop safe work habits and follow all required safety policies and techniques. Contribute to the safety of self, co-workers and the general public.
18. Follow standards as outlined in the employee handbook.
19. Support and respect diversity in the workplace.

Other Functions

1. Respond to citizen inquires and requests.
2. May serve as crew lead or equipment operator in his or her absence.
3. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of safety practices and procedures related to water distribution systems including confined space entry, excavation safety and the proper handling of hazardous chemicals.
- ◆ Working knowledge of practices and principles of water distribution systems.
- ◆ Working knowledge of laws and regulations governing water distribution systems.
- ◆ Working knowledge of underground utilities.
- ◆ Working knowledge of water distribution systems installation, repair, installation and maintenance.
- ◆ Working knowledge of component parts on meters and hydrants.
- ◆ Working knowledge of installation and maintenance of water meters and fire hydrants.
- ◆ Advanced knowledge of water sampling techniques.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to locate and properly mark service and main lines.
- ◆ Strong ability to read equipment manuals, blueprints and maps.
- ◆ Ability to operate heavy and small equipment and tools used in water distribution systems.
- ◆ Strong ability to interpret telemetry equipment and its functions.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.

- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

High school diploma or GED and 3 years experience in water distribution systems operations and maintenance or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Driver's License – B with air brake endorsement required. A-level desirable.
- ◆ Traffic Flagger training required within three months of employment.
- ◆ CPR and First Aid certification within six months of employment.
- ◆ Must pass City physical exam and respirator fitness test.
- ◆ Oregon Health Division Water Distribution Operator in Training Certificate required at first opportunity after date of hire.
- ◆ Oregon Health Division Water Distribution Operator Certificate I required within one year of date of hire. Higher levels of certification desired.
- ◆ Oregon Health Division Back flow Certificate preferable.

Working Conditions

Regular focus on a computer; daily precise control of fingers and hand movements; daily standing for prolonged periods; regular requirement to be in confined space environment; frequent lifting, moving and carrying of objects over 50 pounds; occasional lifting up to 90 pounds; frequent crouching, crawling, bending, kneeling, climbing or balancing; frequent work in all weather conditions; occasional exposure to heights and depths; occasionally called to respond to emergency conditions in off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, fumes, vibrations and high noise levels; exposure to electrical current; occasionally dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Utility Worker II

Revised: 1/98

New class specification title 1/98: Water Distribution Technician

Revised:3/01 -- Licensing/Special Requirements certification

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date