Job Title: Utility Technician II

Department: Environmental Services Division

Immediate Supervisor: Operations Supervisor

Origination Date:	**07/01/2001**
Revision Date:	**06/19/2013**
Job Grade:	**806**
FLSA Status	**Non-exempt**

BRIEF DESCRIPTION OF THE JOB:

Performs a variety of skilled work to maintain water wells, chemical feeder equipment, pumps, motors, telemetering sensory equipment, treated water storage facilities, water distribution pipelines and related appurtenances, sanitary sewers for the collection of wastewater, pumping equipment for water and wastewater, and water and wastewater treatment plant equipment and operations. Performs difficult technical and mechanical work in the operation and maintenance of water and wastewater treatment and conveyance facilities. May provide direction to peers and subordinates in performance of routine day-to-day work activities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Water Distribution
1	M	Demonstrates a continuous effort to improve operations by streamlining work processes, decreasing turnaround times, and working cooperatively and jointly to provide efficiency and excellence in the use of City resources.
2	M	Delivers outstanding customer service. Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments. Informs immediate supervisor of daily operations, important developments, and work activities.
3	H	Adheres to industry and City safety standards, policies, practices, and procedures. Provide services in accordance with government standards such as Bluestake, OSHA, and MAG. Prepares and submit required safety records and reports.
4	H	Executes routine and emergency operational, maintenance, construction, and repair functions of infrastructure or equipment utilized in the water distribution division. Provides direction and clarifies routine day-to-day priorities in the field. Provides input to supervisors regarding performance reviews for UT I and self.
5	H	Installs, maintains, replaces, and repairs water mains, water service connections, fire hydrants, valves, and related appurtenances. Notifies customers of water service interruptions in accordance with Public Works policies and procedures. Requests and conducts utility locates in accordance with Arizona's Bluestakes law. Locates water and wastewater infrastructure utilizing quarter section maps or electronic locators. Properly identifies Blue Stake marks and adheres to all Rules and Regulations that pertain to the Blue Stake program.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Water Distribution
6	M	Assumes the duties and responsibilities of the Distribution Division Senior Technician as assigned during his/her absence.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Water Production
1	M	Demonstrates a continuous effort to improve operations by streamlining work processes, decreasing turnaround times, and working cooperatively and jointly to provide efficiency and excellence in the use of City resources.
2	M	Delivers outstanding customer service. Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments. Informs immediate supervisor of daily operations, important developments, and work activities.
3	H	Adheres to industry and City safety standards, policies, practices, and procedures. Provide services in accordance with government standards such as Bluestake, OSHA, and MAG, Prepares and submit required safety records and reports. Work as a team to develop and implement Job Hazardous Analysis (JHA) for the Department Safety Program.
4	H	Executes routine and emergency operational, maintenance, and repair functions on equipment utilized in the water production division. Clarifies routine day-to-day priorities in the field. Provides input to supervisors regarding performance reviews for UT I and self.
5	H	Conducts daily inspections of water treatment facilities, production wells, booster stations, storage tanks, and related equipment; takes and records various equipment and tank readings; checks equipment and make appropriate adjustments to regulate system flow and pressure; and maintains records and reports.
6	M	Reviews water production/demand lab results and assesses system condition. Takes water samples and makes field tests to confirm water treatment procedures and quality. Makes process corrections as necessary to protect the public health and ensure system stability.
7	M	Assumes the duties and responsibilities of the Production Division Senior Technician as assigned during his/her absence.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Wastewater Reclamation
1	M	Demonstrates a continuous effort to improve operations by streamlining work processes, decreasing turnaround times, and working cooperatively and jointly to provide efficiency and excellence in the use of City resources. Possess chemistry, biology, extended math, and other sciences and applies experience on a daily basis.
2	M	Delivers outstanding customer service. Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments. Informs immediate supervisor of daily operations, daily lab results, important developments, and work activities.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Wastewater Reclamation
3	H	Adheres to industry and City safety standards, policies, practices, and procedures. Provides services in accordance with government standards such as Bluestake, OSHA, and MAG. Prepares and submits required safety records and reports.
4	H	Executes routine and emergency operational, maintenance, and repair functions on equipment utilized in the wastewater reclamation division. Clarifies routine day-to-day priorities in the field. Provides input to supervisors regarding performance reviews for UT I and self.
5	H	Conducts daily inspections of wastewater treatment facilities, aquifer recharge facilities and related equipment; takes and records various equipment and process readings; checks equipment and makes appropriate adjustments to regulate system flow and process stability; and maintains records and reports. Processes and produces bio solids with complex equipment.
6	M	Conducts and interprets wastewater process control laboratory analyses as well as permit required lab testing. Makes process control adjustments and modifications to ensure facility compliance with all permit parameters, protects the public health, and ensures system stability.
7	M	Assumes the duties and responsibilities of the Reclamation Division Senior Utility Technician as assigned during his/her absence.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Wastewater Collections
1	M	Demonstrates a continuous effort to improve operations by streamlining work processes, decreasing turnaround times, and working cooperatively and jointly to provide efficiency and excellence in the use of City resources.
2	M	Delivers outstanding customer service. Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments. Informs immediate supervisor of daily operations, important developments, and work activities.
3	H	Adheres to industry and City safety standards, policies, practices, and procedures. Provides services in accordance with government standards such as Bluestake, OSHA, and MAG. Prepares and submits required safety records and reports.
4	H	Executes routine and emergency operational, maintenance, and repair functions on equipment utilized in the wastewater collection division. Clarifies routine day-to-day priorities in the field. Provides input to supervisors regarding performance reviews for UT I and self.
5	H	Conducts daily inspections of wastewater collection infrastructure, lift stations, and related collections equipment; takes and records various equipment and processes readings; checks equipment and makes appropriate adjustments to regulate system flow and stability; and maintains records and reports.
6	M	Maintains wastewater lift stations. Collects and interprets operational readings to maximize the efficiency of operation. Makes operational control adjustments and modifications to protect public health and to ensure system stability.
7	M	Assumes the duties and responsibilities of the Collection Division Senior Technician as assigned during his/her absence.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	ADEQ Grade II Operator License in specific area of concentration; i.e, Wastewater Treatment, Water Distribution, Collections, or Water Treatment.
Reading	Work requires the ability to read written instructions, manuals, letters, and machine equipment readings, measurements, or gauges.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and formulas.
Writing	Work requires the ability to write letters, memos, and reports.
Managerial	Semi-Complex - Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☐ O ☐ F ☒ C	☐ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☒ Calibrating equipment
Walking	☐ N ☐ R ☐ O ☐ F ☒ C	☒ To other departments/offices ☒ Around work site
Lifting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☐ Files
Carrying	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☐ Files
Sitting	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Desk work ☒ Meetings ☒ Driving
Reaching	☐ N ☐ R ☐ O ☐ F ☒ C	☒ For supplies ☐ For files
Handling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Paperwork ☐ Monies
Kneeling	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Crawling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Under equipment ☒ Inside attics/pipes/ditches

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☐ R ☐ O ☒ F ☐ C	☐ File drawers ☒ Equipment ☐ Tables and chairs ☒ Hoses
Climbing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Stairs ☒ Ladders ☒ Step stools ☒ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☒ Driving ☒ Observing work site
Foot Controls	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Driving ☒ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ On ladders ☒ On equipment ☒ On step stools
Bending	☐ N ☐ R ☐ O ☐ F ☒ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Making repairs
Crouching	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Hearing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public ☒ Listening to equipment
Twisting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ From computer to telephone ☒ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Telephone, calculator, fax machine, copier, vehicle, hand tools, small tractor, paint sprayer, power tools, pressure washer, pumper truck, backhoe, dump truck, compressor, vector truck, tanker truck, jack hammer, boring machine.

Computer Equipment and Software:

Personal Computer, printer, related software, GYmaps, Naviline.

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☒	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☐	☒	☐	☐	☐
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☐	☒	☐	☐
Noise and vibration (sufficient to cause hearing loss)	☐	☐	☐	☒	☐
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☐	☐	☐	☒	☐

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☐	☐	☐	☒	☐
Chemical hazards	☐	☐	☐	☒	☐
Electrical hazards	☐	☐	☒	☐	☐
Fire hazards	☐	☒	☐	☐	☐
Explosives	☐	☒	☐	☐	☐
Communicable diseases	☐	☐	☐	☐	☒
Physical danger or abuse	☐	☐	☒	☐	☐
Other (specify) Confined Space	☐	☒	☐	☐	☐

Primary Work Location:

☐ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☒ Outdoors
☐ Other (Specify)

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Protective Equipment Required:

Hard hat, gloves, safety glasses, steel to shoes, safety vest, face shield, hearing protection, SCBA

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☒ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☒	☐	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☐	☒	☐	☐
Noisy/Distracting Environment	☐	☒	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.