PSA Utility Maintenance Technician II
Pulaski County

Department: Water/Wastewater
Supervision Exercised: None
Supervision Received: Utility Maintenance Supervisor
Work is performed with general instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt/ Full-Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, current driver's license & Driving Record Required. If the State of Virginia requires employees working with sewer and water facilities in this capacity to become registered operators in the future the registration will automatically become part of the requirements for this position.

Alternate Essential OR Essential Employee: Yes, please see Pulaski County Personnel Policy

Residency Requirements: Not required.

Work Hours: 7:00 a.m. until 3:30 p.m. Some holiday and weekend work may be required. Includes some evening and weekend emergency work.
Benefits Eligible: Yes
Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: Performs routine maintenance, repair, inspection, and construction of municipal water distribution and wastewater collection systems. Installs and repairs water and sewer lines, mains, manholes, hydrants, valves, meters, and related infrastructure. Operates trucks, excavation equipment, power tools, and other utility maintenance equipment. Locates underground utilities, assists with excavation and restoration, monitors system flows and pressures, and maintains safe work zones. Responds to water and sewer emergencies and participates in rotating on-call duties. Performs minor repairs and maintenance of vehicles and equipment and assists other utility staff as needed. Maintains regular and reliable attendance and reports to work as scheduled and on time to perform the essential functions of the position. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

RESPONSIBILITIES:

- Compliance with all applicable regulatory, safety, and County requirements related to water and wastewater operations.
- Installs, maintains, inspects, and repairs water and sewer lines, mains, manholes, outfall lines, taps, hydrants, meters, valves, and related appurtenances.
- Operates and maintains trucks, backhoes, tractors, excavators, jet trucks, lawn equipment, pumps, power tools, and other utility maintenance equipment.
- Locates underground utilities and assists with excavation, repair, backfilling, asphalt cutting, patching, and restoration work.
- Performs routine inspections of water and sewer systems and facilities to identify maintenance and repair needs.
- Repairs water and sewer leaks, replaces damaged or deteriorated lines, and maintains flow meters.
- Tests flow meter rates and water and sewer line pressures and monitors system flows.
- Establishes and maintains traffic control and safe work zones during field operations.
- Inspects work performed by private contractors as assigned.
- Responds to emergency situations, including water breaks, blocked sewer lines, power failures, high-water alarms, and other water and wastewater emergencies.
- Services vehicles and equipment and performs minor repairs and adjustments as needed.
- Participates in a rotating on-call schedule.
- Provides assistance with other utility maintenance activities as requested.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Knowledge of basic utility maintenance, repair, and construction practices.
- Knowledge of basic mechanical principles and equipment operation.
- Knowledge of occupational hazards and safety practices related to water, wastewater, utility maintenance, repair, and construction.

SKILLS:

- Skill in the safe operation of utility vehicles, equipment, and power tools.
- Skill in performing basic maintenance, repairs, and adjustments to vehicles, equipment, and utility systems.

ABILITIES:

- Ability to safely operate and maintain utility equipment and vehicles using sound judgment.
- Ability to perform basic mechanical troubleshooting, repairs, and adjustments.
- Ability to follow safety procedures, regulatory requirements, and instructions.
- Ability to work effectively independently and as part of a team.

ADA REQUIREMENTS: Physical ability to ascend and descend in and out of ditches, ladders, pump stations, and similar excavations or structures; ability to perform manual labor throughout the workday; ability to lift 50 pounds regularly and up to 100 pounds occasionally with lifting devices; ability to traverse varying terrain encountered at utility locations; and ability to work outdoors under varying weather conditions.

EDUCATION AND EXPERIENCE:

- A high school education or equivalent
- Experience may substitute for a portion of the requirement of a high school education
- Experience in the maintenance, repair and construction of water and sewage facilities preferred
- Basic math and mechanical aptitude

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures.
- Maintains confidentiality with all vendors and employee transactions and activities.
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County.

TRAINING AND JOB DEVELOPMENT:

- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations.
- Utility location training
- Proper equipment operation training
- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities as requested by the supervisor
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all–inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job ***without*** **accommodation**.

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job ***with*** **accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

_____

_____

_____

Employee Name: _____

(Please print)

_____ _____

Employee Signature Date