



Utility Maintenance Technician

Water Distribution

JOB SUMMARY

Administers and performs the technical duties related to the department's cross connection control and backflow prevention program and in support of other departmental operations.

MAJOR DUTIES

- Administers the cross connection control and backflow prevention program for the water distribution system; tests and maintains all backflow prevention components.
- Ensures that all businesses remain compliant with related federal codes.
- Coordinates the installation of automatic meter reading devices; monitors meter operations and usage data; runs reports to identify and resolve meter problems.
- Coordinates the installation of large meters; oversees the work of contractors and ensures the proper testing of large meters for accuracy.
- Performs technical duties related to the department's billing operations; troubleshoots and resolves billing problems; uploads, downloads and analyzes data from meters to identify billing issues.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of cross connection control testing and maintenance principles.
- Knowledge of backflow prevention device installation and repair principles.
- Knowledge of department billing procedures.
- Knowledge of automatic meter reading hardware and software.
- Knowledge of water meter installation, calibration and repair principles.
- Knowledge of city and departmental policies and procedures.
- Skill in the use of computers and job-related software programs.
- Skill in the use of a variety of job-related equipment and tools.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Water Distribution Superintendent assigns work in terms of general instructions. The supervisor spot-checks work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures, the Safe Drinking Water Act, state cross control regulations, city and county backflow ordinances, and state plumbing codes. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to perform technical duties related to a variety of department operations, including cross connection and backflow prevention operations, metering operations, and billing operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, contractors, vendors, customers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for one to two years.
- Possession of a valid Certified Backflow Tester license issued by the State of Georgia, within 12 months.
- Possession of or ability to obtain, within 12 months, a valid Water Distribution License issued by the State of Georgia.
- Possession of a valid driver's license issued by the State of Georgia.