



## OLYMPIC VIEW WATER & SEWER DISTRICT JOB DESCRIPTION

Position: Maintenance 2  
Section: Field

Updated: Aug. 2016

### BRIEF

To provide safe and quality installation, repairs and preventative maintenance to District water and sewer systems. This is done in accordance with construction and health standards and on a 24-hour basis to ensure customer satisfaction, water quality, and fire protection.

### STRUCTURE

Employees work in a team environment in order to accomplish the District's mission, goals and commitment to customer service. Standards for team and customer service have been established to ensure both internal and external commitment to customer support.

Verbal communication skills (listening, giving feedback and speaking up) as well as effective interpersonal and customer relations skills are necessary in a team work environment.

Conflict resolution skills are essential to balance the needs of both internal and external customers.

Work may be done independently or in multiple person crews, occasionally in isolated areas. There are three levels: 3 as an entry level, 2 as an intermediate level and 1 as a journey level. Progression from Level 3 to Level 2 and Level 2 to Level 1 is determined by an individual's experience, skills acquired and District needs. Each progressive level is expected to provide leadership and mentoring for lower level.

Maintenance Technician 2 is expected to take the responsible leadership position on small construction jobs where they are the senior person on site.

Skills in written communications (read, work orders, directions, and memos) and keeping accurate records are required. Should be able to perform basic arithmetic calculations.

This position is part of Teamsters Local 763 collective bargaining unit and membership in the union is required.

### ESSENTIAL JOB DUTIES

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Makes sure that all work is performed per safety standards and that no property or person is at risk
- Performs preventative maintenance and repairs on water distribution system to include: cleaning tanks, flushing and repairing lines, maintaining pumps and valves, testing water, maintaining hydrants, repairing leaks and conducting cross-connection tests to protect District's assets, ensure water quality, and provide customer service.
- Monitors water supply resource storage to include: recording data, responding to telemetry alarms, trouble shooting and adjustments to prevent running out of water, compliance with state regulations and uninterrupted service for customers and fire protection.
- Performs complex and routine inspection of water and side sewer installation and construction projects, under the supervision of the Foreman, in accordance with District policy, procedure and specifications.
- Evaluates District procedures and policies in an ongoing manner while performing duties and brings deficiencies to the attention of the Foreman or the Senior Treatment Plant Operator as needed.
- Operates and maintains building systems and equipment and performs preventative maintenance such prescribed in accordance with established procedures and policies. Reports deficiencies for repair to ensure safe and efficient operation.
- Installs, maintains and reads water meters to provide water service, measure water flow, insure accuracy and generate records to calculate revenue for District.
- Maintains sewer collection system to protect District asset and provide reliable customer service to include: inspecting and cleaning manholes, performing side sewer inspections, unplugging backups, TV'ing, flushing, maintaining pump lift

stations, and performing preventative maintenance and minor maintenance on sewer lines, mains and laterals.

- Cleans and maintains facilities and grounds such as mowing lawns, barking, clearing weeds, and painting.
- Maintains inventory (parts, tools, work orders, jobs) on computer to make sure there is a timely and efficient process for ordering and stocking needed materials.
- Performs 24-hour standby emergency duty as required based on the number of eligible technicians, carrying a District provided cellular phone and computer notebook with internet access. During this time the employee must be available for immediate callout to respond to emergencies 24-hours a day for the entire assigned period.
- Monitors chlorine residuals, takes bacterial samples and performs other water quality testing to meet Department of Health standards using a portable lab under the supervision of the Senior Water Treatment Plant Operator.
- Processes orders on meter or service repairs, side sewer drawings, changes and maintenance requests written in meter books or on dispatches in order to complete and record customer service requests.
- Accurately process utility locates using specific equipment and District maps to assure adherence to locate rules and regulations.
- Ability to evaluate and set up traffic control for a variety of work sites and perform flagging duties.
- Adheres to and practices team and customer service standards developed to provide both internal and external customer support.
- Able to react to change productively and to handle other tasks as assigned.

#### PHYSICAL EFFORT/SENSORY REQUIREMENTS

Work requires physical strength and agility necessary to perform medium to heavy manual labor under all kinds of weather conditions. Work activities include combinations of sitting, standing and walking and the ability to routinely lift 20-50 lbs and occasionally, 50-100 lbs with assistance.

All field staff must be able to see, hear and smell in order to perform signaling and dye tests, detect fumes, odors, and gases and respond to telemetry equipment, being responsive to their own safety, as well as that of other coworkers when exposed to the hazards listed below.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities, however, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or customers.

### ENVIRONMENT/WORK CONDITIONS

All field staff risk physical hazards from working in and around traffic, heavy machinery, confined spaces, unprotected heights, high-pressure water, and other underground utilities. Exposure to noise, vibration, hazardous and toxic materials, dust, fumes, gases and odors is routine.

The ability to foresee and prevent safety problems requires following appropriate safety procedures and the use of protective clothing and equipment. These include OSHA/WISHA approved footwear, hard hats, eye/ear protection, rain gear, gloves, traffic vests, chaps, respirators and other confined spaces safety equipment.

The environment is sometimes stressful, working under tight deadlines at sustained speeds during emergencies, with repeated distractions and interruptions and requires the ability to shift priorities rapidly. Emergency callbacks are necessary to isolate and repair broken mains, respond to sewer problems and respond to various levels of emergency operations. Must be able to deal with a diversity of people, some being angry and hostile customers.

Staff members operate in a smoke and drug-free work environment for their health, safety and productivity, as well as that of their customers.

### EQUIPMENT

Various types of tools and equipment are used. The ability to operate or learn to operate heavy equipment, including, but not limited to trucks, truck and trailer, dump truck, backhoe, and Vactor Truck. Air, gas and mechanical may tools include but are not limited to: compactor, jackhammer, hand roller, power rodder, chain saw, air compressor, tapping machine, boring machine, cut-off saw, whacker, grease gun, propane torch. Specialized equipment includes: hydrant wrenches and set remover, valve key, pipe wrenches and cutters, peashooter, spread box, pressure gauge, test equipment, shoring and traffic control. Excavation tools are used as well as shovels,

brooms, hand tools, sledge hammer, masonry tools, pry bar and asphalt rake. Future work practices may necessitate the use of different tools and equipment.

### MINIMUM QUALIFICATIONS

High school education or equivalent and four year's of progressively responsible experience in a utility or construction trade. A record of good work attendance is required. A valid Washington driver's license with a current Class B CDL with Tanker and Airbrake Endorsement and a clean driving record. The ability to obtain and maintain the following minimum certifications within a year of hire:

1. First aid, flagging,
2. Water Distribution Manager or Water Distribution Specialist,
3. Water Treatment Plant Operator (WTPO) 2, and
4. Wastewater Collection Specialist 1
5. Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Vaccinations for hepatitis, polio and tetanus are recommended prior to working in the wastewater area.

In addition, this position is able to demonstrate all the above skills and abilities as well as a range of the following requirements: ability to perform the sensory, physical and environmental requirements of the job, with or without reasonable accommodation; ability to determine priority of customer needs and follow up on them; work effectively with team members and customers; ability to use reference materials required for tool and small equipment operation; computer familiarity; knowledge of materials, methods, tools, equipment and practices in construction, maintenance and repair of water and sewer systems; practices safety in wearing appropriate protective clothing, following safety procedures and keeping work areas clean;

Must be able to inspect, diagnose and problem solve problems as well as read and interpret codes, instruction manuals, regulations, OSHA/WISHA standards, maps and blueprints. The work requires learning and implementing the technical requirements and techniques of water and sewer systems as well as the use of various tools, machinery and materials.