

# JOB DESCRIPTIONS

## FIELD

### SERVICE TECHNICIAN ENTRY LEVEL

**Department:** Field Operations  
**FLSA Status:** Non-Exempt  
**Classification:** Safety Sensitive  
**Accountable To:** Public Works Director  
**Evaluated By:** Field Supervisor  
**Created:** December 2011  
**Last Revised:** November 10, 2022

**DEFINITION:** This is an entry level position during which time the employee will be exposed to all aspects of the District's Field Operations in preparation for advancement to Service Technician I. Under the supervision of a certified operator, performs basic tasks on the operation and maintenance of the District's water distribution system, wastewater collection system, parks, equipment and facilities.

**DISTINGUISHING CHARACTERISTICS:** Incumbents perform general laborer non-technical duties while learning operational policies and procedures. The Service Technician Entry Level class differs from the Service Technician I class in that the latter is given more technical tasks, is expected to perform with less supervision and is required to make independent decisions on limited basis.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Must agree to perform to the best of his/her ability any and all tasks assigned.
2. Perform water meter installations and disconnects; Install and troubleshoot MXU / FLEXNET (meter transceiver units).
3. Assist in the repairs on water distribution and wastewater collection systems. Dig, carry materials, identify parts and use a compactor.
4. Assist in installations of the water distribution and wastewater collection systems.
5. Participate in 24-hour, seven day a week on call service for water service emergencies (to evaluate ability to perform required tasks).
6. Carry out service orders to completion.
7. Read meters as scheduled using remote read equipment and associated components.
8. Clean and inspect sewer mains, manholes, laterals and clean-outs with the use of hand and mechanized equipment
9. Perform general maintenance on parks and facilities to include graffiti removal, painting, landscaping, building repairs and janitorial duties.
10. Perform the care, maintenance, and safe operation of equipment used in assigned work. In addition maintain inventory of tools and parts needed for necessary operation, maintenance, and repairs of the water and wastewater facilities.
11. Continually develop expertise in operation of all field equipment.

12. Learn all aspects of safety, District guidelines and OSHA requirements pertaining to the tasks within the scope of this position.
13. Assist the Public Works Director as directed.
14. Perform other duties relating to the water and sewer utilities, as well as the District facilities as assigned.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge and Abilities:***

#### *Knowledge of*

- Basic construction;
- Tools used in the repair and maintenance of water and wastewater systems;
- Standard safety practices;
- Basic mathematical calculations

#### *Ability to*

- Perform physical work on tanks, plat forms, confined spaces and climb ladders;
- Monitor water distribution and wastewater collection system functions through the use of the SCADA computer control system;
- Participate in 24-hour, seven day a week on call service for after hours emergencies;
- Work around or come in contact with raw sewage;
- Perform less complex water and wastewater repairs;
- Learn to operate a variety of equipment in a safe and effective manner;
- Learn to perform preventive and corrective maintenance on facilities equipment;
- Read and write English at a level necessary to perform essential functions;
- Work in confined spaces, perform air monitoring and act as entry supervisor;
- Understand and follow oral and written instructions; and
- Communicate clearly and concisely, both orally and in writing.

### ***Required Certifications and Licenses:***

Employee must obtain the State of Nevada Water Distribution Operations grade I certification within one (1) year of date of hire. Failure to do so will result in termination.

- Possess and maintain a valid State of Nevada drivers license.
- Possess or obtain a "Class B" Commercial drivers license within one (1) year of date of hire. (Required to advance to Service Tech I)

**Experience and Training: (Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:)**

Possession of a high school diploma or equivalency and one year of experience operating piping, valves and controls in a water distribution or wastewater collection system. Experience involving the installation, maintenance and repair of underground utilities, water meters, fluid pumps and related systems.

**Physical and Mental Requirements:** *(The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.)*

Frequent standing in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned. Strength and stamina to dig, bend, stoop, sit, and stand for long periods of time. Occasionally sitting while performing administrative duties. Some reaching for items above and below desk level or shelving. Frequent reaching, bending, squatting, and stooping to perform maintenance tasks. Frequently crawling or kneeling to perform installs, disconnects, meter and mxu/flexnet installations, troubleshooting and meter box maintenance. Frequently lifting of 1-50 pounds is required, including construction materials, meter boxes and lids, manhole covers, bags of concrete, and tools.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**Working Conditions:**

Work is performed under the following conditions:

Exposure to construction sites and equipment, trenches, mud, waste, hazardous and infectious waste, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces. Safety equipment utilized may include hearing and eye protection, safety shoes, gloves, masks, respirators, and a safety vest. Frequent interruptions to planned work activities occur.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_