

# JOB DESCRIPTIONS

## FIELD

### SERVICE TECHNICIAN III

**Department:** Field Operations  
**FLSA Status:** Non-Exempt  
**Classification:** Safety Sensitive  
**Accountable To:** Public Works Director  
**Evaluated By:** Field Supervisor  
**Created:** December 2011  
**Last Revised:** June 30, 2021

**DEFINITION:** Under the general direction of the Public Works Director and the daily direction of the Field Supervisor, performs the operation and maintenance of the Districts water distribution system, wastewater collection system, equipment and facilities.

**DISTINGUISHING CHARACTERISTICS:** Incumbents perform journey level duties and provide direct supervision over assigned job sites and personnel. The position requires a firm knowledge of operational policies and procedures. The Service Technician III class differs from the Field Supervisor position in that the latter is responsible for the supervision and scheduling of the daily field operations and personnel.

**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, disconnects, maintenance and testing of meters. In addition install test and perform diagnostics of MXU (meter transceiver units).
3. Perform repairs on water distribution and wastewater collection systems.
4. Perform installations on water distribution and wastewater collection systems.
5. Participate in 24-hour, seven day a week on call service for water service emergencies.
6. Carry out service orders to completion.
7. Read meters as scheduled using remote read equipment and associated components.
8. Collect water quality samples and deliver to laboratory to insure the District meets all required drinking water regulations imposed by federal agencies and the State of Nevada.
9. Clean and inspect sewer mains, manholes, laterals and clean-outs with the use of hand and mechanized equipment

10. Perform general maintenance on parks and facilities to include graffiti removal, painting, landscaping, building repairs and janitorial duties.
11. Oversee 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.
12. Continually develop expertise in operation of all field equipment.
13. Ability to interpret engineering and technical specifications and perform mathematical calculations applicable to the job.
14. Ability to prepare and maintain job related reports and statistical information.
15. Learn all aspects of safety, District guidelines and OSHA requirements pertaining to the tasks within the scope of this position.
16. Perform GPS field collection on water and wastewater facilities and incorporate GPS data into GIS system.
17. Assist the Public Works Director as directed, in all phases of the District operations.
18. Must demonstrate the ability to initiate projects (with Supervisor's approval) and follow through to completion; with accurate attention to documentation, detail and efficiency.
19. Must demonstrate effective organizational and communications skills.
20. Perform procedures for purchasing and maintaining inventory (one Service Technician III will be assigned this as his/her major responsibility; while others will be informed for "backup" purposes.
21. Assist Public Works Director and Field Supervisor as directed in planning, organizing, coordinating, and participating in the work of sub ordinance.
22. Work cooperatively with the Public Works Director and Field Supervisor to clearly communicate data, information, and recommendations, both verbally and in writing.
23. Deal professionally with contractors and engineers to perform on site utility inspections.
24. Plan and conduct construction/repair projects to include providing on site direction, implementing safety procedures, instructing field employees, following construction standards and properly recording and documenting completed work.
25. 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*

- Methods, materials, and procedures used in inspection, repair and maintenance of water and wastewater systems;
- Occupational hazards and standard safety practices;
- Operational characteristics of pump equipment;
- Basic principles of hydraulics;
- Basic mathematical calculations;
- District Policies and procedures;
- Basic computer and software functions;
- Applicable federal, state and local laws, codes, regulations and procedures related to public water distribution and wastewater collection systems.

#### *Ability to*

- Monitor and control 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;
- Learn chlorine formulas and testing techniques;
- Perform routine water and wastewater repairs;
- Operate a variety of equipment in a safe and effective manner;
- Work with minimal supervision and be able to make rapid decisions to prevent or mitigate damage to property or effects to public health;
- 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.
- Supervise work crews
- Provide instruction to

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

- Possession of a State of Nevada Grade III Water Distribution Operator Certification.
- 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, (if initially hired as a grade II operator)

**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 Two years 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.

Must have prior experience as a Service Technician I or equivalent.

**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: \_\_\_\_\_