



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Utility System Technician – WPC

Department: WPC Reports to: WPC Collection Systems Supervisor Pay Grade: H11
Date Established: 7/2017 Date Revised: 12/2017 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Utility System Technician provides technical data support and program assistance for the efficient daily operation, maintenance, troubleshooting, and repair of the City's culinary water distribution/production, wastewater collection, and stormwater facilities. This position manages and administers utility system databases, records, and maps as part of the City's infrastructure and asset management programs. The position analyzes system data and reports analysis results to support preventative maintenance or capital improvement programs.

The job requires extensive knowledge of the WPC infrastructure including lift and pump stations, collection lines, the treatment facility, and equipment and vehicles. It also requires knowledge of the collection and maintenance of sanitary sewage collection system data and records and operation of specialized computer and mapping equipment. The job requires operating vehicles and equipment, including large collection system vehicles which require a CDL to operate. The job site may include exposure to hazardous chemicals, sewage treatment equipment, and noisy and/or loud equipment. Field work may include working with hazards involving the use of power tools and equipment which subjects the employee to mechanical and electrical hazards, moving vehicles, and heavy equipment.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office, public buildings, and a field environment. The field environment may include exposure to adverse weather, and working in high traffic areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Maintains and updates utility system databases, maps, and records as part of the City's infrastructure management program. Maintains a current computerized GIS map of culinary water system, and/or sanitary sewer system lift and pump stations, lines, and systems, updating as changes and additions are made. Inspects new and replacement projects, ensuring the accuracy of changes to maps and the database.

Maintains a comprehensive computer based preventive maintenance and asset management system for developing, analyzing, scheduling and tracking work orders, equipment history, equipment replacements, fixed asset and vehicle fleet records including titles and registrations. Maintains and tracks data records on the City's utility systems including, but not limited to, assets and inventory. Performs data analysis and reporting to review preventative maintenance programs effectiveness or further justify capital improvements.

Review related construction plans and provide technical support to the engineering department and inspection staff when needed. Collaborates and confers with developers, engineers, contractors and the general public; provides information and assistance; interprets and explains laws, codes and regulations related to department activities; provides cost estimates and schedules work requests. Serves as a liaison between the Water and/or WPC Department and Engineering staff in order to provide data records and/or information to support decisions and recommendations of capital improvement projects.

Performs advanced analysis of work databases to ensure accuracy and quality control for field entered data. Develops custom reports for annual activity tracking and construction project accounting. Perform a variety

of related office or field task to gather, analyze and record data; prepare a variety of memos, letters and other correspondence. Produces and plots maps, charts and related graphics for presentations.

Implements the in-house cured-in-place pipe (CIPP) patching program performed by the Collections crew on City sewer lines, ensuring an adequate supply of the required materials is available. Assists in the implementation and monitoring of contracted CIPP projects. Implements software updates and assists in training on and troubleshooting CCTV (video camera) inspection equipment. Creates and monitors traffic control plans for sewer work performed by the department in City roadways. Maintains the documents library of proposed changes to the WPC system from private developers and engineers. Creates public notices regarding utility systems work that will impact citizens, such as mainline repairs and smoke testing. Monitors the confined spaces entry program, including maintaining records and documentation. Prepares vehicles and equipment procurement bid specifications for review and approval by supervisors and superintendents. The Utility System Technician is required to maintain a Class IV Wastewater Collection Operator Certificate to perform the duties of Class IV-rated supervisors in their absence to ensure City compliance with federal and state regulations.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Asset management and work maintenance software programs;
- Methods, techniques, and objectives of public utilities systems data collection, documents, records, maps, and related information;
- WPC infrastructure, including but not limited to, lift and pump stations, collection lines, treatment facility, and equipment;
- Operation of specialized computer and mapping equipment, software, and programs to collect and maintain data, maps, and documents relating to public utilities infrastructure;
- Safety procedures and appropriate documentation for confined space entry;
- State, federal, local, and other applicable building, safety, health codes, and regulations;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to use of heavy equipment, power tools, and hand tools;
- GIS and other data collection and computer mapping systems;
- Customer service methods and techniques;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Continuously update the GIS mapping and infrastructure databases;
- Train coworkers with workflow and data entry procedures;
- Provide general cost estimates for utility work requests;
- Read maps, site plans, diagrams, blueprints, and related documents;
- Respond to public inquiries for information and provide assistance on Department ordinances and requirements;
- Perform mathematical calculations in the compilation and organization of data;
- Adapt to changing technologies and learn functionality of new equipment and systems;

- Operate a motor vehicle including large vehicles and equipment;
- Operate standard office equipment;
- Operate a personal computer and job-related software and applications specific to duties;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Work independently and exercise initiative, with general guidance and supervision;
- Use effective judgment to make sound and reasonable decisions and problem-solving skills in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Associates Degree or two (2) or more years of post-high school technical training is preferred;
- Two years of progressive experience and proficiency with asset and work order management systems;
- Idaho driver’s license is required;
- Class IV Wastewater Collection Operator certification (WPC positions)*;
- Idaho Class B Commercial Driver’s License with Tanker endorsement (WPC positions)*.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Utility System Technician - WPC position requires a Class B CDL with tanker endorsement within six (6) months of hire date; and a Class IV Wastewater Collection Operator certification within eighteen (18) months of hire. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.