



# McKENZIE COUNTY

## CLASS SPECIFICATION TITLE: Water Technician I

|   |                     |                        |                           |
|---|---------------------|------------------------|---------------------------|
| <b><u>BAND</u></b>  | <b><u>GRADE</u></b> | <b><u>SUBGRADE</u></b> | <b><u>FLSA STATUS</u></b> |
| B   | 2                   | 2                      | Non-Exempt                |
| <b>CLASS SUMMARY:</b> This class handles technical and professional matters in the operation and maintenance of the Rural Water System. |                     |                        |                           |

| <b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.) |   | <b><u>FRE-QUENCY</u></b> | <b><u>BAND/ GRADE</u></b> |
|---|---|--------------------------|---------------------------|
| 1.  | Mark locations of underground water mains, distribution lines, valves, etc. by accurately reading system maps and using GPS systems. Inform Supervisor of any physical changes noticed during field operations.   | Daily<br>35%             | B2                        |
| 2.  | Conduct distribution system flushing, perform system inspections, perform valve inspections and exercise all valves annually, conduct booster pumping station maintenance and inspection, and maintain cross-connection control   | Monthly<br>20%           | B2                        |
| 3.  | Participate in an on-call rotation. Attend to emergency calls from the after-hours answering service, respond to the emergency as quickly as possible, verify the exact location, and take further precautionary actions like shutting of Pumping Stations or System Valves, etc. Coordinate and monitor the activities of contractor personnel in repairing the system and complete the associated paper work. | Weekly<br>15%            | B2                        |
| 4.  | Install residential water meters, PRV's, and Satellite meter readers; read residential, commercial, industrial, and WAWSA master water meters remotely and manually; shut off and turn on water supply based on service orders or verbal instruction from the office staff.   | Daily<br>15%             | B2                        |
| 5.  | Attend to customer requests and respond to concerns about construction projects, water quality, and safety complaints and concerns.   | Daily<br>10%             | A1                        |
| 6.  | Collect water samples as required basis from various sampling stations, including residential locations and prepare for delivery to the lab.  | Monthly<br>5%            | A1                        |
| 7.  | Enforces all aspects of an effective job safety program   | As<br>Needed             | A1                        |
| 8.  | Performs other duties of a similar nature or level.   | As<br>Required           | N/B                       |



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### **TRAINING AND EXPERIENCE:** (positions in this class typically require):

High School Diploma or equivalent, Certification in Water Distribution is preferred; with a minimum of four (4) years of experience with ESRI ArcGIS, Bentley WaterGems/WaterCAD, SCADA, Trimble Terra Sync or any equivalent combination of education, training, and experience which provides the requisite knowledge of skills and abilities for this position. Water Certification

### **LICENSING REQUIREMENTS:** (positions in this class typically require):

- Valid Driver's License
- Obtain State certification as a Class 1A Water Distribution Operator within 6 months of employment

### **KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Advanced knowledge of and ability to properly interpret and apply laws and regulations retaining to water system operation and work performed
- Water resource and conservation management
- Fundamentals of physical characteristics of water flowing in a closed channel
- Experience with basic geoprocessing operations, data management, and mapmaking in ESRI ArcGIS, model construction and calibration in Bentley WaterGEMS; use of SCADA Systems, Trimble Terra Sync, basic use of Microsoft Office,

### **SKILLS** (position requirements at entry):

Skill in:

- Thinking through complex issues and recommending sound alternatives and solutions
- Managing time to facilitate efficient completion of multiple tasks
- Read and interpret engineering drawings, operating manuals, and other instructions
- Analyzing situations, identifying alternative solutions, and recommending improvements
- Computers, able to effectively utilize contemporary applications including spreadsheet, word processing, and database programs
- Complex program solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, grasping, talking, hearing, seeing and repetitive motions.

Sedentary combined with Active Work: Exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Incumbents will be required to work outside and possibly negotiate rough terrain.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.