



Gloucester County Job Description

POSITION: Utility Maintenance Technician
DEPARTMENT: Public Utilities
JOB CODE: A229
FLSA: Non-Exempt
GRADE: 9

GENERAL STATEMENT OF JOB: Under supervision, performs specialized semi-skilled work repairing and replacing water mains and waterlines. Work involves using a variety of procedures, hand equipment, and heavy machinery to maintain, repair and install water and sewer lines and associated equipment. Employee serves as resource to less experienced department employees. Employee must exercise initiative and some independent judgment in completing assigned tasks. Employee must also exercise tact, courtesy, and firmness in contact with customers and the general public. Position reports to the Utility Foreman.

ESSENTIAL JOB FUNCTIONS:

1. Installs, maintains, inspects, and repairs water and sewer lines including water and sewer taps and connections; assists in the construction of water and sewer mains.
2. Responds to trouble calls regarding leaks, breaks, low pressure, and water quality/clarity; locates sewer and water lines; repairs waterline leaks/breaks and sewer line stoppages and inspects line for trouble; digs up and repairs asphalt and concrete, as necessary.
3. Reads water meters; searches for leaks; activates or deactivates meters according to work orders; checks to see that meters are functioning properly and reports any defects not resolved to a superior.
4. Assembles pipes and fittings in excavated ditch; bores under roads to install pipes.
5. Repairs manholes; straightens or repairs valve boxes and fire hydrants; clears blocked mains and services; adjusts or repairs pumps; may test pumps or other fixtures by flushing with water.
6. Operates sewer cleaning machines and vehicles; performs sewer cleaning operations.
7. Exercises fire hydrants, valves, and air release valves to ensure proper functioning of water and wastewater systems.
8. Operates backhoe and trenching machine, as needed.
9. Responds to after-hours calls on nights, weekends, and holidays.
10. Performs general and preventive maintenance of equipment.
11. Performs general maintenance of utility building and grounds, including mowing lawn and landscaping duties.
12. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Duties are performed outside at assigned locations throughout the County in all kinds of weather. Operates heavy motorized machinery and equipment and hand tools, including a backhoe, dump truck, trenching machine, water pumps, saws, pick axes, shovels, plumbing tools, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of ditching machines, boring machines, tapping machines, hydrohammers, concrete and pipe saws and other equipment used in water distribution and collection system maintenance.

General knowledge of waterline and sewer line maintenance work.

General knowledge of the tools, techniques, materials and supplies used in the repair and maintenance of a variety of water distribution and collection fixtures.

General knowledge of the occupational hazards involved with working in confined spaces and proper safety precautions necessary for the proper operation of varied construction and maintenance equipment.

Ability to properly use, repair and maintain various hand and power tools, including lawn equipment, chain saws, and other small motor equipment, and understands the safety hazards and applicable precautions involved with such work.

Ability to perform minor maintenance on water distribution and wastewater collection equipment and fixtures.

Ability to use equipment and tools necessary to locate and unearth water and sewer fixtures.

Ability to understand and follow oral and written instructions.

Ability to perform physical labor for extended periods of time, possibly under arduous conditions.

Ability to prepare and maintain simple records.

Ability to deal effectively with people beyond giving and receiving instructions

Ability to establish and maintain effective working relationships as necessitated by work assignments

Ability to coordinate hands and eyes to operate hand tools and heavy motorized machinery and equipment including generators, dump trucks, forklifts, welders, torches, voltage and amp meters, mechanics tools, etc.; to operate motor vehicles.

Ability to see, to perceive, or comprehend by the sense of sight. Must be able to see at night and/or in dark spaces.

Ability to hear, to perceive and discriminate sounds.

EDUCATION AND EXPERIENCE:

Possession of a high school diploma/GED.

Three (3) to five (5) years of directly related work experience.

Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Pass a post-offer, pre-employment physical examination. Position subject to subsequent physical examinations to ensure incumbent meets physical job requirements.

Possession of a Commercial Driver's License (CDL), preferred.

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day **O**= Occasional – less than 3 hours a day **P**= Periodic – several times a year
F= Frequent – between 3 and 6 hours a day **I**= Intermittent–several times a week/month **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (backhoe, trenching machine)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (wet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>