CLIFTON WATER DISTRICT
POSITION DESCRIPTION

POSITION TITLE: Distribution Maintenance Technician

DEPARTMENT: Distribution

POSITION SUMMARY:
Performs a variety of duties related to the installation, maintenance, and repair of all components of the District’s water distribution system. This position also performs General Service Requests and meter reading duties working closely with the Business Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required or assigned. The District reserves the right to modify policy, procedures or change the duties or essential functions of this job at any time.

1. Responds to routine and emergency maintenance activities seven days a week including evenings, weekends, holidays and is available for 24-hour on call.

2. Ensures the repair and maintenance of the District’s distribution system in an efficient and effective manner. Systematically repairing leaks, restoring disturbed property after repairs, maintaining and replacing meter pits, and maintenance and repair of system valves, fire hydrants and PRV’s.

3. Completes Service Requests as provided by the Business Office within the time frame requested. Performing general duties associated with the District’s distribution system including establishing new service, terminating water service, inspecting meters, testing meters, making final readings, installing water meters, installing remote meter reading devices, performing minor repairs and maintenance and Locating Service of buried water utility Infrastructure based upon District records, location tracer wires, and historical information.

4. Safely operates and maintains the District’s equipment including but not limited to dump truck, service vehicles, backhoe, skid steer, demo saws, compactors, air compressor and trailers.

5. Maintains effective communication with Business Office and Customer Service Representatives concerning, Service Requests, Utility Locates and all other requests for service.


7. Respond to customer inquiries in a professional, courteous, and timely manner.

8. Performs the District’s water meter reading task reading all meters either electronically or visually in an efficient and timely manner.

9. Troubleshoot and maintain meter reading equipment in a working manner, reporting any malfunctions or necessary repairs to the Supervisor.

10. Effectively complete meter reading task, replacing meter, meter pit assembly, and related appurtenances to correct position and installation and noting any irregularities in metered conditions and activities generating service work orders.

11. Performs tasks in a safe and efficient manner.
12. Conducts oneself in a professional and courteous manner.
13. All other duties as assigned.

EXPERIENCE AND TRAINING:

Minimum Education: High school diploma or GED equivalent.

Certificates or Licenses:
Colorado Distribution System Certificate Class IV
Commercial Driver’s License CDL
Valid Medical Examiner’s Certificate

Special Professional and/or Job Related Requirements: Random drug and alcohol testing as per Department of Transportation Requirements.

Special Training or Experience: None.

REPORTING RELATIONSHIPS:

This Position Reports to: Distribution Supervisor

This Position has Supervisory and/or Management Responsibility for: None.

EQUIPMENT USED:

District Vehicles (Pick-up and Dump Truck), Skid Steer, Backhoe, Trenchers, Valve Maintenance Equipment, Compactor, Boring Machine, Cut-off Saw, Jack Hammer, Water Meters, Hand and Power Tools, Testing Equipment, Air Compressors, Meter Reading Equipment and Software and any and all equipment normally used in the repair and maintenance of a water distribution system and meter reading program.

PHYSICAL REQUIREMENTS:

1. Ability to conduct activities requiring extensive walking and standing and moderate sitting.
2. Ability to lift, carry, push or pull burdens up to 50 lbs frequently and up to 100 pounds on a daily basis.
3. Ability to perform activities requiring climbing, balancing, stooping, kneeling/bending, crouching, crawling, and reaching on a daily basis.
4. Ability to hear and respond to routine telephone and interpersonal communication, two-way radios, and pager signals. Ability to hear and respond to alarms, signals, and machinery noises associated with a distribution environment.
5. Ability to utilize the full scope of visual capacity in performing duties.
6. Physical ability to operate a motorized vehicle and light/medium equipment.

ENVIRONMENT CONDITIONS:

The majority of this position’s duties are performed in an outdoor environment. The incumbent may experience exposure to a variety of weather conditions and hazards associated with water distribution operations such as weather/temperature changes, chemical, mechanical, and electrical hazards, working at heights and below ground level, fumes, gases and odors associated with the environment and work environment.
This position requires the availability to work seven days a week including evenings, weekends, holidays, and accept 24 hour on-call status.

**SKILLS AND ABILITIES:**

1. Ability to communicate effectively verbally and in written communications.

2. Ability to maintain and establish effective working relationships with co-workers, government agencies, contractors, and the general public.

3. Knowledge of water distribution and quality control processes, distribution systems, water plant facilities, and related regulatory requirements.

4. Knowledge of distribution installation specifications and generally accepted procedures.

5. Knowledge of and ability to apply basic math and geometry to water distribution operations.

6. Ability to work independently and resolve potentially critical situations without supervision.

7. Use interpersonal communications to resolve customer service complaints and problems.

8. Ability to operate District equipment efficiently and safely.

9. Ability to recognize and repair typical water works materials.

10. Ability to recognize unsafe conditions during construction projects.

11. Ability to install typical water works materials.

____________________________________________________________________
Employee Signature                                           Date

____________________________________________________________________
Supervisor Signature                                         Date