



Utilities Department

Town of Clarkdale

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UTILITY TECHNICIAN **JOB DESCRIPTION**

DESCRIPTION: Under direction of the Utilities/Public Works Director with close to general supervision, this position supports department efforts towards providing public utility services. This includes reading and installing water meters and performing related customer service and potable water system maintenance and repair activities. Due to economic constraints, employees in this class are typically working a thirty-six (36) hour work week. However, schedules are subject to change depending on needs of the department or the organization.

CLASSIFICATION: Positions in this class are characterized by an ability to handle a variety of tasks and interactions with a variety of people. An employee successful in this position performs duties efficiently and at times with considerable independence. Abnormal working hours may be required. This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:

- Read water meters as required; record readings on hand held computers; calculate water consumption; determine consistency of meter readings; report unusual readings to the supervisor;
- Ensure that meters are functioning properly; inspect visible plumbing for water leakage and report defects to supervisor; complete service orders for damaged or defective meters;
- Provide water utility customer service including rereading meters; perform water service turn-on and turn-offs, and repair/replacement of water meter valves and appurtenances. Assist in repair and replacement of water meters as required;
- Check wells, treatment facilities and booster stations for proper operation on a daily basis or as needed;
- Compile daily readings, operational information, and data for reports and recordkeeping;
- Restore landscaping and roadways from water leak and/or wastewater repairs;
- Provide grounds keeping and building maintenance as required;
- Assist in the repair or replacement of water mains and/or other related water system or wastewater infrastructure.

MINIMUM QUALIFICATIONS

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance is acceptable. Possession of a High School Diploma or GED is the minimum education required. Previous meter reading or potable water system experience is desired.

Special Requirements, Licenses, and Certificates

- Must possess a valid Arizona drivers' license at time of appointment and maintain an excellent driving record.
- Possession of, or ability to obtain an Arizona Commercial Drivers' License (CDL) within one (1) year of appointment is required.
- Possession of, or ability to obtain a State of Arizona Water Distribution System Grade I operator's license within one (1) year of appointment is required.
- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ongoing certification as needed.

Knowledge, Skills and Abilities

- Knowledge of basic plumbing and water hydraulics;
- Skilled in the use of basic repair tools;
- Ability to work outdoors in varied climatic conditions;
- Ability to correctly read and enter water meter readings;
- Ability to interact and communicate effectively with customers;
- Ability to kneel, bend and stoop repeatedly and walk long distances;
- Ability to operate a backhoe and dump truck;
- Ability to effectively report activities orally and in writing;
- Ability to think independently, use discretion and good judgment, apply strong communication and customer service skills, and follow and carry out written and verbal direction;
- Ability to establish and foster effective working relationships;
- Ability to organize and prioritize, and to work independently, at times under time constraints and deadlines;
- Ability to be flexible in the face of change.

Physical Requirements

This classification involves work that may require:

- Traversing uneven terrain;
- Climbing ladders;
- Performing repairs on equipment;
- Wearing a respirator and using safety equipment;
- Vision sufficient to read documents, computer screens, computer print outs, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the radio or phone;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the radio or phone;
- Mobility sufficient to safely work in office settings and outdoor environments;
- Dexterity sufficient to safely operate equipment including office computers;
- Strength sufficient to lift, carry and move sixty (60) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

SPECIAL REQUIREMENTS

- May be required to work overtime, holidays and weekends and be on-call 24 (twenty-four) hours per day, per the departmental on-call policy.
- Must be able to respond to call out within twenty (20) minutes.
- Required to complete physical examination to ensure ability to perform work requirements.

WORKING CONDITIONS

- Work is regularly performed in an inside office environment and a variety of outdoor environments;
- The noise level is varied and can be loud if near equipment operations;
- The employee may be required to walk over uneven flooring or terrain;
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- The Town of Clarkdale is a drug-free, smoke-free work environment.

PRE-EMPLOYMENT DRUG TESTING IS MANDATORY.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.