

VILLAGE OF BETHEL
JOB DESCRIPTION
An equal opportunity Employer

Job Title: **WATER DISTRIBUTION TECHNICIAN**
Department: Public Works
Reports To: Public Works Supervisor
FLSA: NO

SUMMARY OF DUTIES: Assists the Public Works Supervisor in Administration and planning of the operations of the water distribution system, streets, storm drains, parks buildings and grounds maintenance. Assists the Public Works Supervisor in development, plan review, inspections, code enforcement, transportation, emergency planning. Other duties may be assigned.

DISTINGUISHING FEATURES OF THE POSITION includes the following: (Other duties may be assigned)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the preparation and implementation of Public Works objectives and activities and in the evaluation of accomplishments.
- Monitors Public Works projects including work performed by contractors, provides technical assistance and solves technical field problems.
- Prepares and presents operational and technical reports and recommendations regarding all areas of supervision to the Public Works Supervisor.
- Installs new water meters, replaces defective water meters, repairs water main breaks.
- Assumes responsibility for preventive maintenance programs of all automotive equipment, heavy equipment and machinery, specialized equipment and tools.
- Ensures proper preventive maintenance in order to maintain good operating condition. Must be able to assist in the repair and maintenance of a wide variety of vehicles and equipment.
- Responsible for the submission of all purchase requests for repair parts and equipment for buildings and grounds maintenance to the Public Works Supervisor. Assists in the preparation of project specifications for repairs and improvements as may be required.

- Assists the Public Works Supervisor in enforcement of all departmental safety requirements including, but not limited to, applicable OSHA, federal, state and general village safety laws, rules, regulations and guidelines.
- Responsible for the records of all maintenance, repair, rehabilitation, and replacement activities of the division.
- Must be available for shift work and emergency call-ins.
- Must be able to operate medium duty trucks and a variety of specialized equipment.
- Responsible for the construction and reconstruction of public infrastructure by private contractors, utilities and/or other government agencies.
- Responsible for accurately mapping the water distribution system, its various valve systems and connections.
- Assures work is completed according to the schedule.
- Keeps abreast of existing and anticipates potential problems, circumstances, activities, or events which will or may affect the department and keeps the PWD apprised of same.
- May coordinate, supervise, or perform administrative functions under the direction of the Public Works Supervisor.
- Must complete a daily log sheet for each day worked. The daily log sheet must list, in DETAIL, all work done for the day.

QUALIFICATIONS: A working knowledge of materials, methods and techniques used in the construction and maintenance of streets, water distribution systems, parks and grounds development and maintenance. The ability to communicate effectively both verbally and in writing; plan, organize and direct the work of others to meet overall objectives and goals; must prepare clear and concise daily reports; maintain effective working relationships with other employees, contractors and the general public. Skill in interpreting blueprints and drawings is required; the operation of light and heavy construction equipment.

EDUCATION AND EXPERIENCE: Minimum of a high school diploma with one year related experience and/or training; or equivalent combination of education and experience. Must be ready and able to procure additional training and education that the job may require.

CERTIFICATES AND LICENSES: Requires a Class III license and/or CDL.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit and use hands to finger, handle or feel.

The employee is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl, and talk or hear. The employee must occasionally

Lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must PASS a PRE-EMPLOYMENT PHYSICAL and DRUG SCREENING.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The 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 employer and requirements of the job change.

DRUG TESTING: This position requires the employee to be subject to random drug testing as per Section 724, Village of Bethel Employee Handbook.