



Department:	Public Works/Utilities
Bargaining Unit:	SEIU
Salary Range:	E59
Last Revision:	April 2002

UTILITY TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of routine technical field and office work; to inventory, monitor, review, and inspect workmanship and materials used in a variety of municipal utility system projects; to ensure conformance with plans, specifications and Departmental regulations; to perform construction plan checking; to assist in implementation and monitoring of sewer pretreatment program; to analyze and prepare summaries of technical reports; to assist with database management; to inform and communicate, procedures and objectives, both orally and in writing; and to provide technical assistance to utility crews and administrative staff.

SUPERVISION EXERCISED

Exercises no supervision

DISTINGUISHING CHARACTERISTICS

This class functions at a senior level and is distinguished from the Engineering Technician class by the size and complexity of projects assigned. Positions in this class perform moderately complex assignments, with a greater degree of independence. Duties are similar in complexity to the Public Works Inspector class, and require knowledge of water and wastewater system testing, sampling procedures and regulatory reporting.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Perform and check mathematical calculations related to basic engineering, chemical dosage, and liquid flow measurements.

Maintain and update a variety of database records including: work orders, water production, sampling and analysis, chemical usage, wastewater flows, and training and certification completion.

Prepare and monitor project management schedules, Gantt charts, and resource allocation/usage reports.

Inspect various public and private structures and utility system works for conformance with specifications and regulations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Review and confer with engineering staff in the layout of proposed traffic control plans; monitor traffic control problems at utility crew work sites; coordinate corrections if necessary.

Record amounts of material used and work performed; prepare necessary reports for work order monitoring and inventory control.

Conduct plan checking of public/utility works construction drawings.

Coordinate work with other City departments, sections and utilities; confer with city utility crews and project engineers/inspectors regarding compliance with standards.

Review, approve, issue and monitor sewer pretreatment/grease trap permits to ensure compliance with City specifications and regulations.

Prepare a variety of activity records, databases and reports.

Attend and participate in conferences and meetings with contractors, utility supervisors, various consultants, and others to coordinate utility system planning and system performance expectations.

Review and prepare summaries of technical reports prepared by other agencies, developers and consultants.

Prepare, review and make presentations on utility systems, including water conservation programs.

Monitor and participate in the performance of a variety of field tests for assurance, including: water pressure, chlorine content, bacteria presumption, lead and copper content, sulfide concentrations, salt levels, and sewer flow rates.

Perform related duties similar to the above in scope and function as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and computer equipment.

Occupational hazards and standard safety practices necessary in the assigned area of work.

Knowledge of:

Mathematical principals including algebra, geometry, and trigonometry as applied to utility system and calculations performed in surveying, plan checking, inspections, chemical dosage determinations, and flow measurement.

Principals, practices, methods, techniques, and equipment used in water and wastewater sampling, testing, and estimating procedures.

Fundamental survey techniques and practices.

Computer word processing, database, project management, and presentation programs.

Skill to:

Use, operate and care for; sampling, flow measurement, testing, computer and survey equipment and tools.

Operate a motor vehicle safely.

Ability to:

Read, interpret, and apply a wide variety of technical information from reports, manuals, drawings, specifications, regulations, codes, layouts, blueprints and schematics.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing, including presentations made before groups.

Perform field inspections, sampling operations, survey work and mathematical calculations.

Deal firmly and tactfully with contractors, consultants, and utility system customers.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skill and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

City of Hollister
Utility Technician (Continued)

Experience:

Five years of increasingly responsible experience performing a variety of engineering office and field work; environmental quality sampling, testing and report work; or a variety of water/wastewater system field maintenance and regulatory report work.

Two years of water/wastewater system maintenance, environmental control work, or sampling and testing experience is desirable.

Training:

Equivalent of two years college level including courses in mathematics, environmental science, civil engineering, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver=s license.

Possession of, or ability to obtain within one year, a Water Conservation Specialist I Certificate issued by American Water Works Association.

Grade I Water Distribution Operator Certificate issued by the State of California, Department of Health Services and a Cross Connection Control Specialist Certificate issued by the University of Southern California or American Water Works Association, is desirable.

Certificates of Completion for Volumes I & II of the Operation and Maintenance of Wastewater Collection Systems Program administered by California State University, Sacramento Regional and Continuing Education Program, is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 70 pounds; exposure to noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: April 15, 2002