



TITLE: Utility Maintenance Technician
PG: GK
DEPARTMENT: Public Utilities – Sewer
REPORTS TO: Utility General Supervisor – Sewer
REVISION DATE: JULY 2022

PURPOSE OF POSITION:

The purpose of this position is to perform skilled work in the inspection, repair, and maintenance of water and sanitary sewer pumping and storage facilities and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs daily inspections and preventative maintenance activities at utility pumping facilities.
2. Inspects water and wastewater pumping stations and related equipment.
3. Maintains pumps, valves, blowers, filters, screens, emergency motors, generators, and other equipment.
4. Reads various meters and gauges.
5. Adjusts, repairs, and replaces malfunctioning parts such as bearings, gauges, seats, and packing.
6. Makes repairs to float and air type pump controls.
7. Replaces fuses; performs minor electrical repair work.
8. Lubricates pumps and motors.
9. Performs grounds maintenance work around pump stations and water storage facilities.
10. Paints interior and exterior pump stations.
11. Cleans and washes stations, as required.
12. Drives a light truck.
13. Provides trainings to other employees, as assigned.
14. May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.
15. Regular and predictable attendance.
16. Ability to work in a cooperative manner with others.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED.
- Two (2) years' recent work experience in utilities or related field; or an equivalent combination of education, experience, and training.
- Experience with the repair and maintenance of pumping equipment preferred.
- Must have a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the repair and maintenance of the mechanical, hydraulic, and electrical components of pump stations.
- General knowledge of the occupational hazards and necessary safety precautions of the work.
- Skill in the use and care of tools of the trade.
- Ability to determine improper operation of pumping equipment and take proper remedial action.
- Ability to follow oral and written directions.
- Ability to work under adverse conditions.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, and governmental officials.

- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, crawling, reaching, pushing, pulling, lifting, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

The worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.