



TITLE: Water Distribution Technician
PG: HF
DEPARTMENT: Public Utilities – Water
REPORTS TO: Utility General Supervisor – Water
REVISION DATE: July 2025

PURPOSE OF POSITION:

The purpose of this position is to perform skilled work in the installation, construction, repair, and maintenance of water distribution lines and appurtenances. May direct the work of other subordinate staff.

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. Installs water distribution main and service lines.
2. Makes service connections to the water distribution system and installs water meters.
3. Makes repairs to water distribution lines and related infrastructure.
4. Replaces water distribution system lines and related infrastructure.
5. Responds to emergencies involving the water distribution system.
6. Ensures that proper disinfection techniques are utilized to provide safe water service to the public.
7. Must be able to operate and maintain motorized equipment (backhoe, dump truck, valve exercisers, etc.) to complete assignments.
8. Performs water valve and fire hydrant maintenance and repair.
9. Performs a wide range of water meter maintenance and replacement duties.
10. Flushes fire hydrants and flushing hydrants. Maintains data as required.
11. Collects Chlorine and bacteriological samples to be delivered to the Water Plant.
12. Reads and interprets distribution maps and records.
13. Performs locating of the water distribution system.
14. Prepares records, completes service orders, and makes detailed reports.
15. Ensures safe work methods are followed and appropriate safety equipment and precautions are utilized.
16. Is required to be on-call and may be required to work overtime; and be able to respond to emergencies within a reasonable time.
17. Regular and predictable attendance.
18. Ability to work in a cooperative manner with others.
19. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED.
- Two (2) to five (5) years' recent work experience in water distribution operations or related utilities experience; or an equivalent combination of education, experience, and training.
- Must have a valid driver's license.

SPECIAL REQUIREMENTS:

- Must Possess Grade II Water Distribution System Operator certificate in the State of Tennessee; and must retain certification throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.
- General knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.

- General knowledge in the use of common hand and power tools.
- Some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Ability to operate back-hoe and other medium construction equipment.
- Ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather 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 direct the work of others.
- 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 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, and some very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; 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, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, fumes, airborne particles, moving parts of machinery and extreme weather conditions both hot and cold, including wetness and humidity. Risk of electric shock. Work is generally outdoors.

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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.