

# CITY OF ANN ARBOR, MICHIGAN

## JOB DESCRIPTION

### JOB TITLE: Water Utility Technician

**Job Numbers: 117400/10/20/30/40**

**Date Finalized: 11/2015**

<b>Service Area:</b> Public Services	<b>Accountable To</b>
<b>Service Unit:</b> Water/Wastewater Treatment	Service Unit Manager (or his/her designee)
<b>Mission Statement</b> The City of Ann Arbor is committed to providing excellent municipal services that enhance the quality of life for all through the intelligent use of resources while valuing an open environment that fosters fair, sensitive, and respectful treatment of all employees and the community served.	
<b>Role Summary</b> To operate, maintain, inspect, install and repair water treatment and waste water treatment facilities and associated collection and distribution equipment, systems and components.	
<b>Duties</b> Incumbent may be responsible for, but not limited to, performing at acceptable levels the following duties:  <u>Essential Duties</u> <ul style="list-style-type: none"><li>• Manually operating water utility components, including filters, pumps, valves, sludge systems and chemical feed systems</li><li>• Planning and performing preventive maintenance on mechanical equipment including engines, motors, pumps, controls and chemical feed systems</li><li>• Fabricating parts and modifications and fixing broken equipment</li><li>• Monitoring system operations to ensure effectiveness, efficiency and regulatory compliance</li><li>• Monitoring raw water supply to detect chemical and biological contaminants</li><li>• Preparing written procedures for troubleshooting system maintenance and malfunctions</li><li>• Lubricating, adjusting and maintaining plant equipment</li><li>• Installing, inspecting and repairing pumps and piping systems</li><li>• Performing laboratory tests for process and water quality</li><li>• Ordering, receiving, issuing and maintaining record of maintenance parts, machinery, equipment and materials</li><li>• Ensuring compliance with safety and environmental regulations including, but not limited to, hazardous materials</li><li>• Following the safe and proper use of various hand, power tools and test instruments and obtaining any necessary certification(s)</li><li>• Following City of Ann Arbor written policies, procedures and programs and, proper safety practices for, but not limited to, confined space entry, storing, handling and transporting compressed gases, chemicals and lubricants, and using correct lock-out and tag-out procedures</li><li>• Assist in moving or placement of heavy machinery</li></ul> <u>Related Work</u> <ul style="list-style-type: none"><li>• Completing work process demonstration and documentation</li><li>• Performing related work as assigned</li></ul> <b>The Way We Work:</b> The Employees of the City of Ann Arbor...	

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of City services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner
- Apply the proper safety/security practices according to established protocols, guidelines and policies

**Knowledge of:**

- Machines and tools, including their design, use, benefit and maintenance
- General operating principles, practices and procedures of a water utilities plant
- General production and processing procedures (input, output, quality control, waste)
- General chemistry and mathematics
- General mechanic practices, procedures, tools, and equipment
- General preventive maintenance practices and adjustment of water utility equipment
- General maintenance management, inventory control and City purchasing procedures
- General computer hardware and software applications
- Basic hazard, work safety and water safety precautions for the water utilities industry

**Skills and Ability to:**

- Communicate through oral and written instruction
- Function as part of a Self-Directed Work Team
- Repair machines, equipment and systems using necessary tools
- Read, interpret, and follow manuals, plans and technical drawings
- Operate laboratory and plant system equipment and record analytical results
- Monitor operational controls, gauges, dials and meters
- Identify problems and find solutions as an individual and a member of a team
- Conduct tests to determine functionality of water utility components
- Install equipment, machines or wiring to meet specifications

**Equipment:**

Basic hand tools, laboratory and field testing equipment, safety and personal protective equipment (PPE), forklift, personnel lift, power tools, shop equipment, computer, miscellaneous office equipment and motor vehicle

**Training and Experience:**

- Determined by the Water Utility Technician Job Progression Chart

**Licensing Requirements:** (additional position requirement at entry)

Valid driver's license

**Physical Requirements**

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Human & Kinematic Factors:**

- 1) The position requires constant walking, climbing, standing, pushing and pulling.
- 2) The position requires periods of exposure to extreme weather conditions dependent upon the season, while performing critical work related duties.
  - (a) The position will experience exposure for extended periods of time with winter temperatures as low as (-100 degrees) with additional elemental factors such as snow and high winds.
  - (b) In reverse, the position will experience summer exposures in excess of (90 degrees) with additional elemental factors of being exposed on rooftops or having to function in a confined space.
- 3) The position requires frequent bending and lifting with a “per lift weight” in excess of 50 pounds.
- 4) The position requires physical movement of equipment, material, parts, and supplies well in excess of 50 pounds “per lift”.
- 5) The position requires loading and unloading of equipment, material, parts, and supplies from city vehicles to perform work in the field well in excess of 50 pounds per lift.
- 6) The position requires the movement of equipment, material, parts, and supplies at work sites in the field by having to gain vertical access through the use of fixed ladders systems.
  - (a) In certain instances, a single upward climb and decent may be upwards of 150 - 200 feet each direction.
- 7) The position requires regular pushing and pulling activities of wheel carts that are loaded with product with a cumulative weight of 450 pounds and greater.
- 8) The position requires the use of harnesses for purposes of confined space entry and fall protection.
- 9) The position requires driving a forklift to unload and move material.

**Description Prepared By**

Human Systems Design Team, March 2002dew/ Revised 6/09 EK, SB and RMM/Revised 11/15 JC