

PUBLIC WATER SUPPLY DISTRICT NO. 4

Position Title: Maintenance Technician

Objective:

The Maintenance Technician is responsible for the maintenance of the water delivery system to ensure sufficient quantity and quality of water for customers of the Water District.

Responsibilities and Duties:

Perform and track scheduled preventative maintenance including use of electronic tablet.

Assist with mapping and asset tracking using Global Positioning System (GPS) device and Geographic Information System (GIS).

Assist with maintenance and operation of Supervisory Control and Data Acquisition (SCADA) system.

Be willing to assist in after-hours emergencies.

Attend Board Meetings as requested.

Represent the Water District to its customers in a courteous and professional manner.

Maintain and repair Water District lines, property and equipment.

Repair and/or install meters, water lines, valves and other water delivery devices.

Maintain, inventory and order Water District tools, supplies and equipment.

Coordinate and collect water and fluoride samples.

Monitor and maintain fluoride and chlorination equipment.

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Responsibilities and Duties (continued:)

Inspect and supervise the installation and repair of new and existing water mains.

Assist with operation of the vacuum excavator.

Assist with monthly reading of water meters.

Locate District owned lines and update the District's GIS records as needed.

Conduct flushing of the system in a timely manner.

Assist with reading wells daily including weekends and holidays.

Perform other activities as assigned.

Reporting Relationships:

The Maintenance Technician reports to the Maintenance Manager.

Education Requirements:

Must have a High School Diploma or GED.

Must have a valid class E (chauffeurs) driver's license.

Must have (or be able to obtain) at least a Class D Operators Certificate and a DSIII Distribution Certificate issued by the Department of Natural Resources. Employer to offer training.

Preferred knowledge of Excel, Word and other computer operating systems.