

TOHONO O'ODHAM UTILITY AUTHORITY

Position Description Systems Technician I

Department: Water/ Wastewater & Propane
Reports to: Water/ Wastewater & Propane Superintendent
FLSA Status: Nonexempt
Location: Sells, AZ
Shift: 8:00 AM – 4:30 PM
Salary Level: 5
Approved by: Mike Bethurem, General Manager
Approved Date: 9/29/2019

SUMMARY

Performs general operations, maintenance, and repairs as required for TOUA Public Water Systems and Sewage Collection Systems. Performs installation of water, sewer and pumping systems. Operates a variety of power driven equipment in the performance of these duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Install, maintain, inspect and repair water distribution systems and/or collection systems, including water mains, service connections, meters, meter boxes, valves and fire hydrants (work involves digging and backfilling trenches, installing and repairing pipelines, including cutting, tapping, threading and making joint connections on PVC, HDPE, and other pipe materials).
- Communication and coordination with supervisors and management to assure water distribution and sewer collection facilities are properly maintained and operational to meet customer's needs.
- Suggests and recommends corrective measures as necessary to resolve distribution and collection issues.
- Follows standard operation procedures and quality assurance procedures.
- Responds to emergencies such as water system breaks or sewage blockages.
- Maintains pumps and lines by replacing filters and gaskets, tightening connections, and adjusting pumps.
- Pulls and replaces well drop pipe, pumps, and motors.
- Read, repair and test metering equipment as required.
- Make minor adjustments on service equipment; maintain tools and equipment in working order.
- Operate and maintain wells, reservoirs and treatment facilities
- Inspect residential and commercial service issues.
- Excavate trenches and install shoring.
- Identify service and main leaks; operate pipe locators.
- Monitors inventory and equipment needs for assigned work.
- Maintains logs/records of daily activities.
- Helps to identify and update water distribution maps.

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- Performs on-call duties as required, for after-hours and weekend emergencies.
- Other duties as assigned.

QUALIFICATIONS

- To perform this job successfully an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill, and/ or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required personal characteristics include: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and able to gain and maintain the respect of others.

EDUCATION and/ or EXPERIENCE

- High school diploma or general education degree (GED) required
- Associates Degree or equivalent from two-year college or technical school is preferred
- One year related experience and/ or training;
- Or equivalent combination of education and experience.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Requires a valid Arizona Driver's License

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- Arizona Commercial Driver's License is required, or must be obtained, within 1 year of employment.
- Grade I Water Distribution Systems Operator Certification is required, or must be obtained within 2 years of employment.

OTHER SKILLS AND ABILITIES

- Ability to operate specific equipment or tools.
- Ability to work with specific computer software.
- Familiarity with specific terminology related to water quality assurance.
- Must be accurate and detail oriented.
- Prefer ability to converse in the Tohono O'odham language.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance.
- The employee must occasionally lift and/ or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently exposed to wet and/ or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; and vibration.
- The noise level in the work environment is usually very loud.