



JOB DESCRIPTION

JOB TITLE:	Wastewater Systems Technician I, II, III	FLSA:	Non-Exempt
DEPARTMENT:	Utilities	GRADE:	T1 – T3
REPORTS TO:	Wastewater Superintendent	DATE:	1/17/2019

SUMMARY OF JOB PURPOSE:

Responsible for performing a variety of technical duties to support and ensure proper operation of the County's wastewater functions, including collections, treatment and reuse; performs duties relating to the operation, maintenance, and repair of other utilities systems as necessary.

All classifications (Wastewater Systems Technician I, II, III) must be able to perform the essential functions below. The differences between classifications are the level of mastery of the essential functions, the degree of supervision required when performing these functions, and the amount of lead direction provided to others.

Technician I: Entry-level class. The Technician works under close supervision, performing the essential functions at an adequate level.

Technician II: Journey-level class. The Technician works under general supervision, independently performing the essential functions at an advanced level.

Technician III: Expert-level class. The Technician works with minimal supervision and has mastered the knowledge and skills needed to perform the essential functions. The Technician performs these functions at an expert level and may act as a lead, trainer, or project manager.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Operates the wastewater systems.
- Performs routine to complex tasks associated with utilities equipment. This includes lubrication; cleaning; adjustment of pumps, valves and fluid levels; and recording and logging test results, gauge readings and observed conditions.
- Monitors the flow of wastewater through the collections, treatment and reuse systems.
- Operates, maintains and troubleshoots the solids handling process, dewatering equipment and chemical feed systems.
- Inspects and ensures proper operation of equipment; reads meters, gauges, and instruments; reports and records any failures or operating difficulties.
- Monitors and maintains chemical inventories.
- Prepares Discharge Monitoring Reports; ensures discharge is compliant with regulatory requirements and consistent with operational needs.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



WASTEWATER SYSTEMS TECHNICIAN I, II, III

ESSENTIAL FUNCTIONS (continued):

- Reads and interprets record drawings.
- Initiates work orders.
- Locates and marks underground water, wastewater, and storm drainage infrastructure.
- Assists with customer service requests and provides excellent customer service; responds to questions and complaints from the public.
- Monitors system conditions and makes process control adjustments using computer and SCADA systems.
- Organizes work assignments and sets priorities.
- Prepares and maintains records of work performed and materials used.
- Responds to emergency callouts and resides within a 30 minute response time to Dayton Valley Road.
- Checks job sites for potential hazards; ensures appropriate traffic control; understands and adheres to all applicable safety rules, regulations, practices, or procedures.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Performs and/or assists with construction and repair work, and operates construction equipment as necessary.
- Performs and/or assists with work on water systems and related equipment as necessary.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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.

Education and Experience:

Series Classification	Minimum Education	Minimum Experience
Technician I	High School diploma / GED	None
Technician II	High School diploma/GED + formal trade course work	2 years equivalent to Tech I
Technician III	High School diploma/GED + formal trade course work	4 years equivalent to Tech II

OR an equivalent combination of education, training, and experience.

Required Knowledge and Skills

Knowledge of:

- Concepts, materials and terminology related to utilities systems.

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WASTEWATER SYSTEMS TECHNICIAN I, II, III

Knowledge of (continued):

- Federal, state and local requirements pertaining to public utilities systems.
- Equipment used to operate, maintain, and repair utilities systems.
- Methods, techniques, parts, tools and materials used in the maintenance and repair of utilities systems.
- Cross connection control, fire system operation, pressure regulation and fluid dynamics.
- Computer programs, including SCADA, used in utilities operations.
- Safe operation and inspection of various trucks and construction equipment.
- Techniques for framing, roofing, concrete installation and electrical installation used in and around well houses, booster stations and storage facilities. Must have a strong working knowledge of confined space entry, trench safety and working from extreme heights.
- Safe work methods and safety regulations pertaining to the work.
- Record keeping practices, both electronic and hard copy.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Best practices for project management and providing lead direction (Wastewater Systems Technician III only).

Skill in:

- Maintaining effective communication and working relationships with internal and external stakeholders.
- Identifying and resolving operational, technical and procedural problems.
- Preparing clear written and verbal reports.
- Planning and determining priorities.
- Contributing to the accomplishment of work group goals, objectives and activities.
- Safely and effectively using and maintaining hand tools, power tools, and heavy equipment related to the work.
- Operating utilities equipment, systems, and infrastructure.
- Operating measurement tools, sampling equipment, and laboratory instrumentation.
- Operating and maintaining pumps, motors, valves, air relief valves and control systems.
- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Reading and interpreting plans, maps and instructions.
- Using GIS and SCADA as applied to utilities systems.
- Understanding and following oral and written directions.
- Maintaining accurate records of work performed.
- Planning, directing and reviewing the work of others on a project or day-to-day basis; instructing others in work procedures (Wastewater Systems Technician III only).



WASTEWATER SYSTEMS TECHNICIAN I, II, III

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Series Classification	Minimum Requirements
Technician I	Valid Nevada's Driver's License Within 15 days of employment: <ul style="list-style-type: none">• OSHA 10 certificate Within 1 year of employment: <ul style="list-style-type: none">• Nevada Class A driver's license with tanker endorsement• Nevada Flagger certificate• Nevada Wastewater Operator Grade 1 certificate
Technician II	Valid Nevada's Driver's License Within 15 days of employment or promotion: <ul style="list-style-type: none">• OSHA 10 certificate Within 6 months of employment or promotion: <ul style="list-style-type: none">• Nevada Class A driver's license with tanker endorsement• Nevada Flagger certificate• Nevada Wastewater Operator Grade 2 certificate
Technician III	Valid Nevada's Driver's License Within 15 days of employment or promotion: <ul style="list-style-type: none">• OSHA 30 certificate Within 6 months of employment or promotion: <ul style="list-style-type: none">• Nevada Class A driver's license with tanker endorsement• Nevada Flagger certificate• Nevada Wastewater Operator Grade 3 certificate

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical treatment plant, pump station or related maintenance setting, including operating typical trade equipment, hand and power tools and standard office equipment, and to drive a motor vehicle to various work sites; stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to extreme weather conditions, sewage, hazardous chemicals, electrical currents, gases, dust, noxious odors and heights exceeding 10 feet.