



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Water Systems Technician I, II, III	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Utilities	<b>GRADE:</b>	T1-T3
<b>REPORTS TO:</b>	Water Superintendent	<b>DATE:</b>	09/13/2021

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### **SUMMARY OF JOB PURPOSE:**

**Responsible for performing a variety of technical duties to support and ensure proper operation of the County's potable water production and distribution systems; performs duties relating to the operation, maintenance, and repair of other utilities systems as necessary.**

All classifications (Water 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 water distribution and treatment 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 water quality and collects flow data; collects samples of water for lab analysis; performs routine tests on samples; adheres to chain of custody protocols and NDEP sampling requirements.
- Operates, maintains, and troubleshoots chlorine generation and injection systems; records chlorine residuals throughout the system and ensures they are maintained within accepted levels.
- Inspects and ensures proper operation of equipment; reads meters, gauges, and instruments; reports and records any failures or operating difficulties.

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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.



## WATER SYSTEMS TECHNICIAN I, II, III

### ESSENTIAL FUNCTIONS (continued):

- 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 wastewater 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 as Tech I
Technician III	High School diploma/GED + formal trade course work	2 years as 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.
- Federal, state and local requirements pertaining to public utilities systems.

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## WATER SYSTEMS TECHNICIAN I, II, III

### Knowledge of (continued):

- 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 (Water 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 (Water Systems Technician III only).



## WATER SYSTEMS TECHNICIAN I, II, III

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

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

### 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.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand tools, power tools, and heavy equipment; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, sewage, loud noise, electrical shocks, hazardous chemicals, electrical currents, gases, working at heights of more than 10 feet, dust and noxious odors.