

North Fork Special Service District

RR3 Box B-1, Sundance UT 84604/Phone 801-225-7263/Fax 801-224-5463

Full-time Public Works Technician

Definition

This position is for Public Works Water, Wastewater, and Sanitation.

Under supervision, maintains, operates, and repairs district equipment. Responsibilities to include install, repair, maintain, troubleshoot equipment, water meters, wastewater equipment, and other water and emergency facilities; reads meters and records readings; data entry; and performs related work as required.

Under the direction of the North Fork Special Service District Board, receives immediate supervision and work prioritization from senior staff.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Reports to Public Works Director
- Keeps detailed records of maintenance, operations, sample results, incidents, and repairs.
- Reads meters and records readings.
- Assists in the installation, repair, maintenance and safety inspections of the district equipment, facilities, and district's water and wastewater system, including water mains, water and wastewater service lines, and hydrants.
- Receives and responds to inquiries and complaints from customers and the public regarding water service.
- Perform biosolids handling, Sample collection and analysis, help determine the effectiveness of the treatment process and identify any potential issues.
- Perform general housekeeping, cleaning, trash removal duties, grounds maintenance, and snow removal.
- Assist in issues relating to the Districts sanitation (garbage) removal
- Trouble Shooting and Problem Solving: Operators need to be able to identify and resolve issues that may arise during the treatment process, such as equipment malfunctions, unusual water quality, changes in flow rates or system upsets.
- On-call responsibilities

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Maintains and cleans equipment and tools; maintains a clean and orderly workplace.
- Operate necessary computer equipment for water and wastewater system
- May maintain field reports and work orders.
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Basic mechanical principles.
- Understand simple biology relating to wastewater.
- The use of hand tools.
- General computer operation
- Water and Wastewater construction and operations.

Ability to:

- Read meter dials and records readings accurately on computer database.
- Make arithmetical calculations.
- Read and understand work orders, drawings, maps, etc.
- Operate equipment and tools with skill and safety.
- Communicate, understand, and carry out oral and written directions.

- Establish and maintain cooperative relationships with co-workers, the public, and individuals from other agencies.
- Learn and utilize new skills and information to improve job performance and efficiency.
- Operation of motor vehicles and heavy equipment.

License or Certificate: Must possess a valid State of Utah driver's license.

Education and Experience:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. Experience preferred in the repair and maintenance of mechanical equipment and/or plumbing. Six months of experience in a position involving public contact and education equivalent to a high school diploma. Possess or have the ability to obtain one of the following certifications within 1 year of employment and the remaining two within two years of employment: Water Distribution 1, Wastewater Collections 1, and Wastewater Treatment 3. Maintain certifications by attending regular training sessions.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Maintain the ability to commute to work in all weather conditions.

Response Time for on call: Employee must reside within 45 minutes of the District Office (based on average Google Maps drive time) for on-call purposes.

Requires the ability to exert 100 lbs. of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment and vehicles; to work around electrical currents in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. Individuals may be subject to uncomfortable working conditions that include exposure to dust, noise, heat, cold, and adverse weather conditions. Must be in good physical condition to perform strenuous work.

Compensation

Compensation will start at \$23.50 an hour, negotiable depending on level of experience, training, and certifications. Full benefits package to include health, dental, life and Utah State retirement (URS) including 401k matching.