

# Maintenance Tech

Department: Operations Field Staff

## Class Summary

Under the direction of the Construction Superintendent, the Maintenance Tech performs daily functions of the utility operations. The Maintenance Tech is responsible for the water distribution systems regular and preventative maintenance, new construction, emergency repairs, and after-hours duties. This employee will be supervised by the Construction Superintendent, being fully aware of the operating procedures and policies of the work unit.

## Benefits and Requirements

- Valid State of Texas Driver License, required.
- 100% Employer Paid Medical, Dental and Vision Insurance
- Vacation & Sick Leave
- Full-Time
- Starting Hourly Rate: \$19

## Essential Job Functions

**ESSENTIAL DUTIES AND RESPONSIBILITIES** - *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists the Construction Superintendent in daily operations and maintenance of the water treatment plant, and distribution system.
- Operation and maintenance of facilities to meet all applicable regulatory requirements and in accordance with design criteria.
- Works with Construction Superintendent to oversee the work of others contracted to work on system components.
- Manages equipment operations.
- Assists in overseeing and implementing the preventive maintenance program for all facilities and equipment.
- Meter reading, meter maintenance, and meter data consumption reports

- Repair and maintain production facilities and distribution system.
- Installation of new facilities
- Assist in inspection of newly constructed facilities.
- Required on-call emergencies.
- This position is essential during an emergency.
- And other duties assigned.

## Minimum Qualifications

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** *(The physical demands and environmental conditions 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.)*

Work requires sufficient physical strength, agility, dexterity, and hand-eye-foot coordination to perform all essential functions. Duties also require frequent sitting, walking, kneeling, squatting, pushing, pulling, twisting, and bending. Work also requires employees to climb and work from ladders and supports up to heights of 150 feet. Work is performed primarily outdoors and exposes employees to potential hazards such as extreme weather conditions, dust, **noise**, **dirt**, and exhaust fumes. Employees are also exposed to potential physical hazards when working off ladders and supports, and to potential chemical hazards when handling and applying chemicals. Work requires the frequent use of safety clothing and equipment and compliance with safety rules and procedures.

**MINIMUM QUALIFICATIONS Education, Training and Experience Guidelines:** Work requires a high school diploma or GED

Knowledge/Skills/Abilities:

- Understand the methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of water treatment plant components.
- Understand and operate miscellaneous equipment.
- Understand the occupational hazards in water treatment plants and safety measures to be implemented.
- Work with chemicals using normal protective equipment.
- Recognize equipment and needed repairs and process problems.
- Reads water meters and troubleshoots reading issues.
- Understand and follow oral and written instructions in the English language and perform calculations using equations and formulas to determine required materials.
- Understand construction plans.
- Occupational hazards and standard safety practices including confined spaces.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.