

Job Title: Line Maintenance Technician
Organization: Avon Lake Regional Water
Immediate Supervisor: Facilities and Asset Manager
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes

GENERAL RESPONSIBILITIES:

Under the direction of supervisors, operates and maintains equipment used by Avon Lake Regional Water and performs work necessary in the collection of wastewater and distribution of potable water. Performs the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, efficient manner maintaining Avon Lake Regional Water's customer service goals. Due to the importance of response time for service to Avon Lake customers, the Line Maintenance Technician must be able to respond by telephone to a work call within 15 minutes from the receipt of said call. May be assigned to any of the work areas within the department.

GENERAL QUALIFICATIONS:

1. Valid Driver's License
2. Valid Commercial Driver's License
3. One (1) year's experience in Water Distribution and Sewer Collection Systems
4. High school graduate or equivalent
5. Class I Certification in Water Distribution or Sewer Collection Systems, preferred

SPECIFIC DUTIES

Under the overall supervision of the Facilities & Asset Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Helping in the proper recording of field work with office staff
2. Assisting in and learning all functions of water and sewer line maintenance
3. Inspecting and maintaining lift stations
4. Collecting meter data, shutting off and turning on services
5. Maintaining utility grounds
6. Completing OUPS tickets
7. Tapping mains
8. Field checking customer complaints
9. Operating some utilities' machinery
10. Performing addition duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

1. Knowledge of computers and all standard office software
2. Ability to keep accurate and complete records
3. Communicate effectively, both orally and in writing
4. Ability to operate some utility vehicles and machinery
5. Ability to maintain some utility vehicles and machinery
6. Ability to read blueprints and maps
7. Knowledge of lift station and pump station operation
8. Knowledge of general maintenance
9. Knowledge of distribution and collections systems maintenance and operation
10. Basic math skills
11. Work calmly and effectively with public during emergencies or difficult circumstances
12. Knowledge of OUPS procedures and ability to effectively locate lines in the field
13. Knowledge to proper safety procedures in all areas of work

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Considerable physical demands with activity that requires heavy lifting and manual labor
2. Work in all-weather environments
3. Physically able to climb water towers and manholes
4. Mentally demanding in emergencies and difficult situations involving the public
5. Alert to ever-changing conditions and problems
6. Work independently or in a team environment
7. Work accurately and calmly under pressure
8. Must work overtime as needed