



J O B D E S C R I P T I O N

Job Title: **FIELD TECHNICIAN**
Reports To: Superintendent

The position of Field Technician is a full-time position, which is not exempt from overtime requirements. The Field Technician may be called back to work before or after normal work hours and/or on scheduled days off.

Major Function and Purpose

The Field Technician functions as a multi-skilled professional who is responsible for operating and maintaining the District's water production/distribution system so it is clean, safe, and suitable for use by customers and other consumers. He/she is also responsible for maintenance of the District's sewer collection system. The Field Technician oversees and inspects new water and sewer service connections, attends pre-construction meetings and monitors District construction projects. Also coordinates and performs customer service, meter reading and on-call and emergency service duties. Work in the position of Field Technician is allocated between the field and the office.

General Function

Under the supervision of the Superintendent, the Field Technician performs and coordinates a variety of specific and non-specific jobs related to operation, maintenance, customer service, emergency service, construction, and maintenance of the District's water and sewer facilities.

Supervision Responsibilities

This is a non-supervisory position

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. Examples of duties and responsibilities include, but are not limited to:

- Reading meters and accurately recording data using the District's handheld meter reading software program and other meter reading systems.
- Performs and helps coordinate customer service duties such as field checks, water tests, locates, or responding to customer calls, emergencies, complaints.
- Installing new water and sewer mains, locating, marking, repairing and replacing old or damaged water and sewer lines, installing service lines, digging ditches and when work is completed, restoring the site to original condition.
- Monitoring telemetry for maintaining proper tank levels throughout the system, ensuring that water flow requirements are met both in and out of peak demand season.
- Installing and maintaining hydrants and valves and making repairs as needed.

- Operating a variety of vehicles, machinery and tools, including trucks, backhoe, vactors, compressor, generator, locator, sewer push/crawler cameras, gas detector, power/rotating machinery and hand tools.
- Routinely maintaining District sewer pump and lift stations and manholes; monitoring potential sewer backup problem areas; inspecting and recording side sewer installations.
- Observing equipment, materials and individuals to ensure compliance with prescribed operating, traffic, and other safety standards.
- Maintaining District's water and sewer facility maps.
- Performing office duties related to communication with contractors, developers and customers regarding water and sewer service.
- Performing on-call and emergency service duties (maximum 60-minute response time), serving as a first responder, troubleshooting problems, and performing or coordinating responses.
- Assists in District construction and repair projects and performs duties such as attending pre-construction meetings, reviewing plans and schedules, serving as field inspector, on site problem solving, or interfacing with District managers, contractors, and consultants.

Special Expertise Assignments

Individual Field Technicians may be assigned certain special focus duties as required. Special focus areas include cross connection control, water quality monitoring, safety operations and resource teaming and other areas of expertise as established and trained in.

Knowledge, Skills and Abilities

The Field Technician must have appropriate knowledge of the construction, emergency service, customer service, and maintenance of water treatment plant, water distribution systems, sewer collection systems, public health, water quality requirements, and cross connection control. The Field Technician must have the ability to use a variety of potentially hazardous tools safely and efficiently, including knowledge in the use and maintenance of motor vehicles, heavy equipment and in the use of hand tools. Personal communication skills are essential to interact with individuals, agencies and other business related organizations. This position requires skills, knowledge and ability to make informed decisions and recommendations regarding purchases, operation/maintenance policies and capital improvement projects which will be cost-effective and beneficial to the District.

The Field Technician must have appropriate knowledge of office procedures and the ability to operate office equipment such that customer account information can be provided upon request.

The Field Technician must be willing to complete ongoing and continuing education as it relates to water distribution, water hydraulics, sewer collection, safety and other job duties or responsibilities associated with this position.

Working Conditions

The Field Technician work is performed either in the field or the office. Duties may require work with computers or office machinery. Duties in the field also require work with computers and may involve exposure to hazards such as dampness, traffic, direct sunlight, communicable disease, untreated sewage, pollen, epoxy chemicals, machinery or its moving parts, cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noxious odors, fumes or chemicals and smoke, heavy machinery, hazardous gases, excessive noise and vehicle traffic. Hazardous areas

encountered include open ditches, vaults/wet-wells, streets, snow and ice hazards, and manholes.

Protective clothing is required at times, including steel-toed boots, rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard-hats and other specialized protective equipment.

Contacts and Relationships

In the course of completing the required job duties, the Field Technician will have a variety of contacts, primarily in person, intended to provide or collect information. Virtually all of these professional contacts involve the coordination of projects or activities, and a substantial number of contacts are to negotiate or solve problems. The employee in the position will be required to communicate with county or local agencies, contractors, other water districts, sewer districts, fire departments, Utilities Underground Location Center, District customers and other staff or management of the District.

Physical Requirements

The Field Technician must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 100 pounds. Job requirements may include the ability to climb, bend, and work in tight or confined areas. In addition, close vision, color vision, depth perception, and far vision are essential to performance of the position. Corrective lenses may be utilized. The employee must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

Education, Experience and Training Equivalents

Any satisfactory equivalent combination of education, experience and training which demonstrates the ability to perform the work may substitute for the following:

Minimum Qualifications:

- Must be a United States Citizen or qualified to hold employment in the US.
- Must be a High School Graduate or equivalent.
- Must possess a valid Washington State Driver's License at the time of employment.
- Employee's driving abstract must be acceptable to District's insurance carrier.
- Knowledge of water and sewer systems, pumps, piping, and other components.
- Demonstrated experience with operation of heavy equipment and machinery and skills with power and hand tools of the trade such as saws, compactors, and basic electric instruments,
- Proficient in English; able to read plans, specifications, maps and blueprints.
- Possess Washington Commercial Driver's License (Class B no Code E restriction), or obtain within 2 years.
- Ability and skills to function as a team leader or team member.
- Possess Water Distribution Manager I and Water Treatment Plant Operator 1 certification, or obtain within 2 years.
- Possess Washington State Flagging and Traffic Control Card, First Aid and CPR Certification, or obtain within 1 year.
- The District has a non-smoking, tobacco free, drug free, no-alcohol work environment. The applicant should be a non-user of tobacco and drug products at the time of employment and continue during the tenure of employment.

Desirable Qualifications:

- Water Distribution Manager 2 certification.
- Water Treatment Plant Operator 1

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

Any employee who fills this position, or the District, may terminate such employee's employment at any time for any reason which is not prohibited by law.

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