**JOB DESCRIPTION**

**Maintenance Technician III**

**Job Class:** 5 **Department:** Utilities **FLSA Status:** Non-Exempt

**Date Approved:** Sept. 2021 **Supervised by:** Utility Superintendent

**JOB DEFINITION**

The Utility Maintenance Technician III works under the direct supervision of the Utility Superintendent. This skilled position will perform various duties and tasks necessary for the operation of public utilities facilities and associated utility assets for the City of Edgerton. The Utility Maintenance Technician III is responsible for performing assigned duties for all phases of operation, maintenance, repair and upkeep of utility infrastructure, utility buildings/plants, equipment, property, and furnishings.

**SUPERVISION RECEIVED AND EXERCISED**

* Receives direct supervision from the Utility Superintendent.
* Occasionally receives supervision from the Public Works Superintendent.
* May assist in work activities with other City departments as needed.
* Does not exercise supervision over other Utility employees.

**EXAMPLES OF ESSENTIAL DUTIES** *(This list is not to be construed as a complete representation of the responsibilities of the job,and may include other duties as assigned that are not listed below.)*

| **Importance** | **Tasks** | **% of Time** |
| --- | --- | --- |
| 1 | Operate the wastewater treatment facility in accordance with all state and federal regulations. Coordinate and perform preventative and breakdown maintenance of the wastewater treatment facility and lift stations. Coordinate and oversee inspection and cleaning of lift stations, manholes and conveyance system. Coordinate and perform all operation and maintenance of the water distribution system in accordance with all state and federal regulations. | 50 |
| 2 | Prioritize, performs and monitors daily, monthly and annual wastewater treatment & water distribution monitoring and testing. Oversee and maintain accurate records of all testing and communicate results as needed. | 30 |
| 3 | Prioritize, perform, and coordinate maintenance and service on utility assets (manholes, conveyance systems, lift stations, distribution systems, booster pump stations, utility equipment, vehicles, and property). | 10 |
| 4 | Provide support to public works department for construction, operation, repair and maintenance tasks on city streets and rights-of-ways. Performs snow/ice removal. Provides emergency on-call and call-out rotation and support for utilities and public works. | 10 |

**IMPORTANT JOB FUNCTIONS**

* Perform all aspects of sampling, monitoring, and testing required to maintain compliance with Federal, State, and Local regulations governing the wastewater treatment process and water distribution.
* Monitor, repair, and construct all utility lines with the proper equipment; maintain inspection equipment as required.
* Lead a crew for isolated maintenance operations, as assigned by the Utilities Superintendent.
* Prioritize, schedule, and perform preventative maintenance on all utility assets.
* Works with Utilities Superintendent to direct, coordinate, and complete all operations of the wastewater treatment facility.
* Coordinates with Utilities Superintendent on strategic planning and overall direction of the department.
* Maintains work order records, production logs, and other records, providing information on infrastructure condition.
* Serving as Acting Utilities Superintendent during the absence of the Utilities Superintendent, this job function consists of assuming roles of planning, coordinating, and leadership of all functions of the utility department, communicating to the Department Head status updates, and ensuring the advancement of the department continues during the temporary role.
* Reads and comprehends construction plans.
* Perform on-call duties and overtime as required.
* Performs all job functions in accordance with city and department safety procedures.
* Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

This position will be able to operate a variety of vehicles and equipment in a safe and efficient manner, this includes Skid Loaders, Backhoe, Excavator, Snow removal equipment, hand tools, power tools, lawn equipment, electronic test meters, pumps, and various other vehicles and equipment.

General Office Equipment including computer.

This position will be able to operate all equipment within the wastewater treatment facility.

**MINIMUM QUALIFICATIONS REQUIRED**:

Education and Experience:

High school diploma or GED required.

Licenses and Certifications:

In possession of a Class II Water Operator Certification or Class II Wastewater Certification and the ability to obtain a Class III Water Operator Certification or Class III Wastewater Certification within 1 year.

Valid driver’s license required, CDL preferred, but not required.

**KNOWLEDGE, SKILLS, AND ABILITIES**:

Knowledge of

* Ability to acquire the necessary operational characteristics, services and activities of City of Edgerton maintenance.
* Ability to learn all applicable state, federal and local ordinances, laws, ordinances, rules and regulations.
* Ability to acquire all computer applications and hardware related to performance of the essential functions of the job.
* Ability to follow department organization, standard operating guidelines and policies, rules, and regulations.
* Ability to follow the appropriate City safety procedures for all aspects of job.
* Ability in the operations, methods, and procedures of a wastewater treatment/collections and water distribution.

Skill in:

* Communicating orally and in writing with general public, co-workers and supervisory personnel in order to give and receive information in a courteous manner.
* Operating and maintaining all assigned equipment required to perform the essential functions of the job.
* Basic knowledge of computer operation and the ability to utilize a computer for record keeping, reports, and operation of maintenance programs.

Mental and Physical Abilities:

* Communicate clearly and concisely, both orally and in writing.
* Ability to interpret and apply applicable federal, state and local policies, codes, laws and regulations.
* Document operating records of various tasks and assignments.
* Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected officials, and the public.
* Establish and maintain effective working relationships with all encountered during the course of work.
* While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* Maintain effective audio-visual discrimination and perception needed for:

-making observations

-communicating with others

-reading and writing

-monitoring assigned activities and operations

-operating assigned equipment.

* Maintain mental capacity which permits:

-making sound decisions and using good judgment

-prioritizing work activities

-demonstrating intellectual capabilities.

* Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

-sitting, standing, or walking for extended periods of time

-lifting or carrying light to moderately heavy objects

-operating assigned equipment.

**WORKING CONDITIONS**:

Work is performed in an office, and in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, and/or toxic or caustic chemicals. The noise level in the work environment is usually moderate. This position contains an element of risk to personal safety.

This position may be required to work overtime, evenings, weekends, and some holidays, as required.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

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Employee Signature Date

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Supervisor Signature Date

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City Administrator Signature Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.