

# OLD TOWN WATER DISTRICT

## **POSITION DESCRIPTION Service Technician**

### **Overview**

The Service Technician position for the Old Town Water District is a professional position involving the responsible, effective, and efficient operation of the District's water system. The Service Technician will be required to perform duties beyond a 40-hour work week including evenings, weekends, and holidays as required. The Service Technician shall perform a wide variety of manual labor tasks in conjunction with routine maintenance. Individual must be self motivated, have a cooperative team spirit, and are to be safety oriented. The Service Technician shall perform his or her duties in a professional manner, foster good morale among co-workers, exhibit good safety work habits and maintain good housekeeping procedures.

**Reports To:** Foreman and Superintendent.

**Work Location:** 695 Bennoch Road Old Town, Maine

**Supervises:** No supervisory responsibilities

### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to or must acquire training to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or training required.

Work in accordance with the District's safety program, including in confined spaces; work in various weather conditions; learn and perform CPR and First Aid; operate assigned District vehicles; perform basic water quality tests; live within 20 minutes of the Old Town city limits; respond for emergency duty; and communicate with co-workers, vendors, and members of the public in a courteous and effective manner.

Receives instructions and performs majority of tasks in accordance with standard District practices and procedures. Work will be inspected for overall accuracy and compliance with those procedures. Specialized instructions are given only in response to new or unusual assignments.

Ability to competently perform job functions on all assigned shifts;

Ability to perform and interpret basic lab tests as related to water quality;

Ability to use hand tools and perform distribution system and equipment maintenance;

Ability to effectively communicate with co-workers, customers, and members of the general public in a courteous and effective manner;

Installation, upkeep and repair of pipe, hydrants, service lines, manholes and appurtenances;

Meter activities, including the installation of and water meter reading;

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Take measurements and surveys as required for proper record keeping;  
Operation, repair and upkeep of all treatment plant, and pumping stations;  
Inspection and housekeeping of all facilities to ensure a safe, clean and presentable water production environment;

### **Physical Requirements / Work Environment**

Maintain effective audio-visual discrimination and perception needed for:

making observations;  
operating assigned equipment;  
communicating with others;  
preparing accurate numerical computations.

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

walking, standing, and stooping for extended periods of time;  
operating assigned equipment;  
push, pull or lift equipment or supplies used in installing, repairing and maintaining the water system (occasionally weighing up to 100 lbs.)  
exposure to air contaminants, confined work spaces, dirt, animals, temperature extremes, and noise  
bending, twisting, squatting, climbing and kneeling to perform job duties

### **Availability**

Must be available to work nights, weekends and holidays, as required for emergency call outs, and must be able to work overtime when required. Employee is also on standby call duty on a rotating basis with other District employees.

### **Required Qualifications**

High school diploma or equivalent required;  
Valid State of Maine Class B drivers license within one year of hire;  
Demonstrated technical and mechanical skills through past work experience;  
Clear understanding of principles of professional water works practice;

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Familiarity with materials and methods used in the operation and maintenance of water and wastewater utility facilities preferred;

Demonstrated knowledge of PC operating skills utilizing Microsoft Windows and the Microsoft Office Suite;

Ability to read and comprehend Operating and Maintenance Manuals, and to utilize these materials for operational problem solving;

Within 3 years of employment obtain and continue to maintain a Maine Class III Water Supply System Operators License;

Ability to legally operate assigned District vehicles, including insurability by the District's carrier.

### **Disclaimers**

The job description is:

- 1) Intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) Not an employment agreement or contract. The Old Town Water District has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The Old Town Water District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Old Town Water District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

DATE ISSUED: January 19, 2015