

POSITION DESCRIPTION

Class Title: Repair Tech

Job Code Number:

Department: Water Distribution

Grade Number: MT-4

Date: June 1, 2023

GENERAL PURPOSE:

Assist and perform a variety of tasks in support of the repair and maintenance of the City's Water Distribution system.

SUPERVISION RECEIVED:

Works under the supervision of the Water Utility Superintendent through the Heavy Equipment Operator or the Meter Service technician.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be a team player and promote pride professionalism.
- Follow the chain of command.
- Follow instructions to ensure that the daily goal is met safely and efficiently.
- Ask supervisor or Superintendent for clarification when in doubt, this will utilize the knowledge and experience acquired and ensure that the job is conducted as expected in a professional acceptable manner.
- Seasoned Repair Technicians must assist in training the new employees on tools and equipment that you are familiar with that are required to complete the daily tasks.
- Accept work assignments and overtime repairs when needed or called out.
- Wear safety vests when working in or around the street or traffic.
- A willingness to communicate with coworkers, communication is essential for a crew to achieve their goals.
- Always make a daily check list on all equipment before starting.
- Make sure there is always drinking water on the work trucks.
- Make sure all vehicles are fueled up at ½ tank and keep the vehicles swept out.
- Ask for permission and instructions before using any equipment.
- Restock material on the pickups daily, do not overload the pickup.
- Assist crew with getting out tools and equipment needed to complete the task, and then clean up tools and put them away when the job is complete, never place them in the back of the pickup.
- Unload the tools and equipment out of the back of the pickup at the end of the day.
- Inventory control – report to your supervisor when you notice that inventory is running low.
- Assist in the planning and perform maintenance and repairs to the distribution system with the best use of materials and experience.
- Assist with assessing the nature of work to be done; determine supplies and equipment needed to complete the task. Make suggestions, sometimes a problem can be looked at and solved through a different point of view.
- Practice safety and take responsibility for all your decisions in the field, because a bad decision doesn't only affect you but can also affect your family and friends if you are injured.
- Speak out about any safety issues or concerns and convey the dangers to the crew to keep everyone safe, since safety is the most important aspect of your job. Don't be afraid to speak up!
- Assist with the drawing of barricade plans to TXDOT specification, safely secure the job site; notify homeowners when needed.
- Climb down into the excavation to remove excess dirt or debris where needed to repair, replace, or install main lines and services, disinfect, flush, pressurize, check the repairs.

- Comply with confined space entry equipment is utilized as needed and required.
- Comply with all safety and shoring requirements.
- Make sure that service and meter tickets are filled out completely and meters are checked in at the end of the day. Email meter tickets to the Water office.
- Fill out paperwork; daily reports; meter record tickets; service tickets; maintenance logs; and other miscellaneous documents.
- Locate and work valves, document their location, clean out valve boxes, replace and adjust valve boxes; install valve markers and draw as built when necessary and make copies for the grid book and one for the Engineering office.
- Perform customer service calls with the intent to project the City of Pampa in a professional competent manner – thoroughly check leaks to determine if the leak is before the meter or after / call in for line locates when needed / relay the notification of the leak to the appropriate person, check 3rd zero meters by breaking the meter loose on the customer side, perform water turn off due to leaks; and turn on - after repairs have been made and only if someone is at home; read maps and locate lines for excavators and customers; make contact with the customer to relay the status of the situation in a clear manner to keep them informed.
- Perform preventative maintenance of the distribution system; flushing hydrants; replacing meters and meter boxes; replacing angle stops; remove debris from meter and valve boxes; replace damaged or defective material; dig trenches; or holes; compact and backfill excavation; Check air release valves:
- Perform preventative maintenance to vehicles and equipment; change oil; filters; grease and lubricate; wash; maintain tools and equipment in working order; report defective equipment to your supervisor or plan for repairs.
- Actively participate in safety meetings and discussions.
- Fill in for the Heavy Equipment Operator or Meter Service Tech when needed.
- Show up to work as scheduled, or call your Superintendent when you are going to be late or absent 15 minutes before working hrs.

PERIPHERAL DUTIES

Accept all work assignments, assist other departments and work on special projects; disaster cleanup; trash pickup; street pavement or concrete repairs; level excavation sites after repairs; install sprinklers system, irrigation or plumbing and components; assist in building and maintaining structures and repairing grounds and facilities and any special requests or projects that are needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent.

Necessary Knowledge, Skills and Abilities:

- Ability and willingness to follow written and oral instructions and complete work assignments.
- Ability to train the new hands on all the equipment and material that they will use to maintain the system.
- Possessing some knowledge of general plumbing, pipe fitting, dump truck operation and mechanical trouble shooting, or welding.
- Ability to perform duties with safety, cost and professionalism as the main priority.
- Ability to and willingness to communicate effectively verbally and in writing.
- Ability to establish and maintain and promote effective working relationships with coworkers, other departments, and the public.
- Ability to learn to read blueprints and grid maps and locate water mains for plumbers.
- Ability to fill out paperwork and documentation accurately with minimal errors.

SPECIAL REQUIREMENTS

- (A) TCEQ requires a Class C Water Distribution Certification; must obtain a Class D Water Certification within a year and a Class C within 1 year of becoming eligible. We will pay for the first C Water Certification examination fee which is good for taking the test up to 4 tries in one year. Due to TCEQ requirements failure to achieve this requirement can lead to termination. (We encourage you to set your goal for the class B Water distribution Certification)
- (B) Must live within 5 miles of City limits of the City of Pampa.
- (C) Always have and maintain a working telephone.
- (D) Must have a valid driver's license.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including utility pickup, backhoe, skid steer, ditch witch hydro excavator, valve exerciser, dump truck, power saw, tapping machine, hydraulic jacks, tamper, water pump, jackhammer, shoring equipment, mobile radio, air compressor, blower, bench grinder, drill press, power drill, air chisel, metal detector, impact wrench, power winch, minor hand tools chains, slings, iron pry bar, shovels, and welding equipment.

PHYSICAL DEMANDS

The physical demands described 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.

While performing the duties of this job, the employee is regularly required to use hand dexterity and fingers, to handle feel and manipulate small screws and fittings, tools, or controls and reach with hands and arms. The employee frequently is required to talk or hear to interpret and convey instructions and warnings in a loud tone. The employee is occasionally required to stand, walk, sit, climb, or balance, stoop, crouch, or crawl, push, pull and smell and are constantly kneeling to check meter and service tickets and repairing the water system.

The employee must frequently lift, and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Perform water distribution activities in wet muddy conditions with water spraying. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions including extreme heat and extreme cold in wet muddy conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in precarious places and occasionally exposed to the risk of cave in danger while in a trench, risks and dangers associated with hydraulic pressure of water blown debris and the dangers of muscle strain, pulls, sprains, cuts abrasions and bruising. The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval: _____

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Effective Date: _____

Revision History: _____