

POSITION DESCRIPTION

Class Title: Repair Tech

Job Code Number:

Department: Wastewater Collection

Grade Number: MT4

Date: 06/29/2022

GENERAL PURPOSE

Perform a variety of tasks in support of the repair and maintenance of the City's Wastewater Collection system.

SUPERVISION RECEIVED:

Works under the supervision of the Wastewater Collection Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES

Efficiently operate a Vac Truck in a safe manner.

Fill out paperwork; service tickets; maintenance logs; and other miscellaneous documents.

Locate manholes and cleanouts, document their location on the map, clean out manholes and install rain caps; install marking devices and draw as built when necessary.

Perform customer service calls - check leaks and chokes / call in for line locates/ relay the notification of the leak to the appropriate person; read maps and perform main line locates for excavators and customers; make contact with the customer to relay the status of the situation in a clear manner.

Perform preventative maintenance of the collection system; cleaning / raising manholes remove debris; replace damaged material; dig trenches; or holes; cut and finish pipe; backfill excavation; Clean paint and weed around facilities and markers.

Perform preventative maintenance to vehicles and equipment; change oil; filters; grease and lubricate; wash; maintain tools and equipment in working order; report defective equipment or make arrangements for repairs.

Participate in safety meetings.

Assist in repairing leaks in the collection system and new service or main line installation; dig and investigate to find obstacles using shovels, probes. If the line is too deep, spot lines for the backhoe operator; assist with barricade plans to safely secure the job site; notify homeowners; install shoring jacks for holes over 5 foot deep; climb down into the excavation to remove excess dirt or debris; repair / replace or install main lines and services, check the repair.

PERIPHERAL DUTIES

Assist other departments and work on special projects; disaster cleanup; trash pickup; street pavement or concrete repairs; level excavation sites after repairs; or plumbing and components; assist in building and marinating structures, and maintaining / repairing grounds and facilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent. Necessary knowledge, skills, and abilities:

(A) Must learn to operate the Vac Truck in a safe manner.

(8) Some knowledge of general plumbing, pipe fitting, dump truck operation.

Skill in operation of the listed tools and other equipment.

Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with coworkers, other departments and the public; Ability to understand and carry out written and oral instructions; Ability to read blueprints and grid maps and locate water and sewer mains for plumbers. Ability to fill out paperwork and documentation accurately with minimal errors.

SPECIAL REQUIREMENTS

Valid Texas Class A CDL, or ability to obtain one within 3 months of employment. Get and retain Class 1 Wastewater Collection license. Have and maintain a telephone in working order at all times. Have hepatitis B immunization.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including utility pickup, backhoe, Vac Truck dump truck, SCBA, power saw, gas monitor; tapping machine, ditch witch, hydraulic jacks, tamper, water pump, well pump, jackhammer, shoring equipment, pumps, mobile radio, air compressor, air blower, bench grinder, drill press, power drill, air chisel, metal detector, impact wrench, power and hand winch, tripod, minor hand tools chains, slings, iron pry bar, and shovels.

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 hands to finger, handle, feel, or operate objects, 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. The employee is occasionally required to stand, walk, sit, climb, or balance, stoop, kneel, crouch, or crawl, push, pull and smell.

The employee must frequently lift, and/or move up to 25 pounds and occasional lift and/or move up to 100 pounds. 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 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 tunneling or while in a trench, risks and dangers associated with wet and waterlogged excavations and the dangers of muscle strain, pulls, sprains, cuts abrasions and bruising. The noise level in the work environment is usually loud. Must tolerate excessive odors, bacterial contamination.

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.

SELECTION GUIDELINES

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

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Approval: _____

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Effective Date: _____

Revision History _____