

JOB DESCRIPTION

Water and Sewer Technician

BASIC FUNCTION: Under general supervision, performs skilled work in the installation, maintenance and repair of laterals, mains, meters, manholes, valves, pumps, motors, instrumentation and other equipment associated with water treatment, water distribution and wastewater collection systems.

DISTINGUISHING CHARACTERISTICS: Responsible for the installation, maintenance and repair of laterals, mains, meters, manholes, valves, pumps, motors, instrumentations and other equipment associated with the water treatment, water distribution and wastewater collection systems. The incumbent in this class may provide technical direction and supervision to Water and Sewer Maintenance crews in the absence of the Foreman

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are representative only and are not intended to cover the full range or scope of duties in this class.)

1. Conducts daily preventive maintenance inspections of water wells, water storage facilities and wastewater lift & pump stations to ensure proper operation.
2. Conducts water well checks, ensures proper operation of equipment and chemical feeds to the treatment process. Notes well readings on well records.
3. Gathers and tests samples from the water distribution system including pH and chlorine tests to ensure the water meets the standards established by the NJDEP.
4. Repairs and maintains the wastewater lift & pump stations including rebuilding pumps, replacing pump packing, cleaning wet wells, greasing and lubing motors and pumps, and repairing backflow prevention devices.
5. Installs pumps and portable by-pass pumps and appurtenances.
6. Cleans, repairs and adjusts mechanical equipment, hydraulic and pump control valves.
7. Adds chemicals to the well stations.
8. Cleans the wastewater collection system of debris such as grease, sand, roots and rocks using a combination machine (jetter & vactor) or mechanical rodding equipment.
9. Performs video inspections of the wastewater collection system.
10. Maintains equipment inventory and mechanical records.
11. Changes equipment filters.
12. Paints and applies preservative to piping, metal and mechanical equipment parts to prevent corrosion.
13. Makes service connections to water distribution and wastewater collection systems.
14. Identifies and repairs leaks in the water distribution and wastewater collection systems.

15. Disassembles, replaces, adjusts, reassembles and recalibrates water meters to meet the registration requirements of the American Water Works Association; performs annual pressure tests of large industrial and commercial water meters in accordance with the registration requirements of the AWWA.
16. Maintains and repairs HTMUA facilities.
17. Maintains and repairs instrumentation and radio systems.
18. Performs related duties as may be assigned.

KNOWLEDGE AND ABILITIES:

- Standard practices, methods, tools and materials used in mechanical and electrical maintenance trades.
- Pumps, controllers and motors commonly found in water distribution, wastewater collection and wastewater treatment systems.
- Methods outlined in Standard Methods for collection and testing of samples from the water distribution and treatment systems.
- Mechanical maintenance record keeping systems.
- Methods and procedures for establishing a preventive maintenance program.
- Safe work methods.

ABILITY TO:

- Operate and care for all tools, equipment and materials used in the installation, maintenance and repair of pumps, irrigation systems, controllers and motors commonly found in water distribution, wastewater collection, and wastewater treatment systems.
- Install and repair irrigation systems.
- Inspect, clean and maintain mechanical equipment.
- Collect and test water and wastewater samples.
- Read and record readings of meters and related instruments.
- Perform manual work such as shoveling and digging.
- Respond appropriately to emergency situations.
- Locate valves and water/sewer mains from maps of drawings.
- Perform utility markouts

EDUCATION AND EXPERIENCE:

1. Graduation from high school or G.E.D. equivalent
2. Two years of journey level experience in the maintenance and repair of water treatment, water distribution and wastewater collection systems.

LICENSES:

- Possession of a valid Motor Vehicle Operator's License
- CDL, Class B
- NJDEP Operator Licenses as required

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

This position reports to and receives work direction from the HTMUA Operations Manager, HTMUA Foreman, or their designee.

CONTACTS:

- Members of the public
- Customers
- Co-workers
- Other departmental personnel
- Township staff
- Business Owners
- Regulatory staff

ENVIRONMENTAL CONDITIONS:

Most duties in this class are performed under periodically disagreeable working conditions, working outdoors, sometimes in adverse weather, exposed to water, mud, dirt and grease; some positions may require more frequent exposure to disagreeable conditions including fumes, chemicals, infectious waste, equipment noise and vibration, heat, cold, and dampness. Incumbents are required to take stand-by duties that include being on call after hours and responding to emergency problems at any hour as needed.

PHYSICAL EFFORT:

May perform physically demanding manual work including lifting, pushing or pulling heavy objects; shoveling, hoeing, raking and standing on ladders; climbing, standing and walking for sustained periods of time; and operating, repairing and maintaining water supply and wastewater plant equipment such as pumps, motors, meters, valves, electrical control systems, and mechanical equipment.

JOB ANALYSIS - WATER & WASTEWATER REPAIRER

Job Specific Body Movements	Occasionally: <1/3 of time	Frequently: (1/3 – 2/3 of time)	Continuously: >2/3 of time
Sitting	X		
Standing		X	
Walking		X	
Driving	X		
Hearing			X
Speaking			X
Equipment Operation	X		
Lifting 1-20 lbs		X	
Lifting 20-50 lbs	X		
Lifting 50+ lbs	X		
Working/reaching above shoulder	X		
Working w/arms extended @ shoulder level	X		
Working with body bent over at waist		X	
Working in kneeling position		X	
Crawling	X		
Climbing stairs	X		
Climbing ladder	X		
Exiting Trenches	X		
Pulling		X	
Pushing		X	
Fine Manipulation	X		
Typing/Keyboard	X		
Writing	X		
Simple Grasping			X
Filing	X		
Gripping		X	
Hand Tools	X		
Hand Twisting		X	