

Xenia Rural Water District

JOB TITLE: Water Technician Support

REPORTS TO: Distribution Manager

DEPARTMENT: Distribution

JOB SUMMARY:

Responsible for maintaining and replacing water meters and meter readout equipment as needed. Assist Water Technicians in the field as needed. Work includes maintaining fire hydrants, valves and other appurtenances.

SUPERVISORY RESPONSIBILITIES:

This position requires no supervisory responsibilities.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

- Collaborate with the Distribution Manager on projects
- Work closely with other water technicians and other departments
- Travel as required to perform duties
- Perform maintenance on meters, hydrants, booster stations, and control vaults
- Perform all duties in conformance to appropriate safety and security standards
- Perform service connections, disconnections, abnormal usage verification, and pressure checks
- Mark Xenia utilities according to Iowa Codes Chapter 480
- Interact with customers in a professional manner
- Conduct regular water analysis required by Xenia Rural Water District system operating permits
- Keep current records and have all necessary documentation completed in a timely manner
- Represent Xenia Rural Water District in a manner consistent with established policies and procedures
- Complete additional special projects as necessary
- Participate in on call rotation and emergency call outs

KNOWLEDGE, SKILLS & ABILITIES:

- Valid driver's license and insurability
- Sufficient map reading skills
- Ability to organize and manage multiple priorities
- Flexibility to work in a variety of locations and conditions
- Effective verbal and written communication skills
- Basic computer skills

- Must be able to work independently

REQUIRED SPECIAL QUALIFICATIONS/CERTIFICATIONS:

- Must obtain a minimum certification of Water Distribution Grade 1 issued by State of Iowa's Department of Natural Resources

ESSENTIAL PHYSICAL ABILITIES/WORK ENVIRONMENT:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively
- Sufficient vision or other powers of observation with or without reasonable accommodations, which permits the employee to review a wide variety of materials
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer, telephone and related equipment
- Sufficient personal mobility and physical reflexes with or without reasonable accommodation, which permits the employee to function within the field and office environment
- 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 stand, walk and talk or hear. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell
- Ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds
- Regularly works in outside weather conditions, near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is usually loud