

# AUGUSTA COUNTY SERVICE AUTHORITY

## Job Description

**DATE:** May 2023

**JOB TITLE:** Maintenance Technician IV

**DEPARTMENT:** Treatment Operations/Facilities Maintenance

**REPORTS TO:** Maintenance Supervisor

**FLSA:** Non-Exempt

**CATEGORY:** Essential

### **SUMMARY OF RESPONSIBILITIES:**

Assists technicians in performance of their duties to gain knowledge and experience in mechanical and electrical procedures, applications, location, inspection and maintenance of water and sewer lines and appurtenances, including field measurements. Assists technicians in the repair and replacement of infrastructure water distribution and wastewater collection system; does related work as required. Work is performed under the immediate supervision of the Maintenance Supervisor or other designee. Individual tasks may also be performed under direction of a Maintenance Technician serving as a crew leader.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assist in all aspects of equipment repair, installation, replacement and preventive maintenance.
2. Assist in basic pump or pipeline repair.
3. Manually dig holes to expose underground utilities.
4. Assist in field measurements for facility maintenance drawings.
5. Clear brush along fence line and facilities.
6. Assist in carryout maintenance and preventative maintenance procedures etc.
7. Assist in coordinating with water and wastewater departments to address O&M problems.
8. Assist in inspections and coordinated clean-up response, and report all facility related sanitary sewer overflows.
9. Assist Engineering with facility deficiency evaluations, capital or maintenance problems.
10. Assist in maintaining maintenance vehicles, tools and equipment.

11. Maintain a clean work vehicle and work area.
12. Perform snow removal duties as needed.
13. Perform duties in accordance with all local, state and federal laws, rules and guidelines.
14. Maintain effective working relationships with staff, general public, vendors, contractors, and customers.
15. Perform tasks with a team-oriented attitude.
16. Perform on-call responsibilities at supervisor's discretion.
17. Follow procedures and properly respond to complaints.
18. Be knowledgeable of and adhere to personnel and safety policies and practices.
19. Must observe and adhere to all safety rules and regulations.
20. Must be willing to respond to emergency conditions during off hours and work occasional overtime and a rotating on call schedule.
21. Perform other duties as required.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

High school diploma or general education degree (GED) and experience in pipeline construction or maintenance. Education and/or experience to equal successful course work completion or demonstrated proficiency of the above Essential Job Functions. Must possess, or be able to obtain a valid Class A CDL Virginia Driver's License with combination vehicle and airbrake endorsement within twelve months of employment. Must obtain flagman certification. Will be required to enroll in the technical training courses required to advance mechanical skills.

#### **KNOWLEDGE AND SKILLS:**

1. Ability to read and comprehend simple instructions, operating and maintenance instructions, short correspondence, memos and procedure and safety manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees or vendors.
2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.
3. Ability to apply good judgement and understanding to carry out detailed but uninvolved written or oral instructions. Ability to handle problems involving a few concrete variables in standardized situations.

4. Ability to operate small office equipment, including copy machines or multi-line telephone systems. Ability to operate computers for data entry, accounting purposes, and utilize Microsoft Word.
5. Ability to operate and repair small/light equipment, such as power tools. Ability to operate and repair medium equipment and machinery (ex. commercial mowers.)

#### **WORKING CONDITIONS:**

1. Frequent standing, walking, reaching, climbing, and driving.
2. Occasional stooping, kneeling, crouching, crawling, balancing, and sitting.
3. Must be able to frequently lift and/or move up to 25 pounds without assistance. Must be able to occasionally lift and/or move up to 100 pounds with assistance.
4. Specific vision abilities required by this job include close vision, ability to distinguish color, peripheral vision, depth perception, and ability to adjust focus.
5. Must be able to conduct on-site inspections which require climbing ladders, stairs, and entering a confined space averaging 26 inches in diameter.
6. Frequent exposure to dust, fumes (chlorine, fluoride, and sulfur dioxide), noise, extreme heat/cold, uneven terrain, and heights. Have sense of smell to detect potential hazards.
7. Frequently exposed to moving mechanical parts.
8. Regularly work outside in various weather conditions.
9. Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. Ability to work alone or as a team member.
10. Must have a personal or home phone for accessibility.

#### **EMPLOYMENT CONDITIONS:**

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. Subject to a random drug and/or alcohol test

**SAFETY REGULATIONS AND HAZARDS:**

1. Must observe all Augusta Water safety rules and regulations and wear protective equipment as required (e.g., hearing protection, protective clothing, eye protection, gloves, safety shoes, seat belts etc.).
2. Must adhere to lock out/tag out procedure when working on equipment.
3. Must wear all applicable PPE and use proper electrical safety tools for electrical hazards worked on.
4. Must not enter any Confined Space without proper training.
5. Must be Fork Lift Certified.
6. Must be Flagger Certified.
7. Held accountable for safety and PPE use of all employees supervised.

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

**APPROVALS:**

EMPLOYEE or APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_