

## **COLLECTION/ DISTRIBUTION TECHNICIAN**

### General Statement of Duties

Performs responsible semi-skilled and skilled work in the installation, replacement, repair, and preventive maintenance of water lines, sewer lines, and related appurtenances.

### Distinguishing Features of the Class

An employee in this class performs a variety of semi-skilled and skilled work as a member of a crew engaged in the construction, installation, maintenance, and repair of water distribution and sewer collection lines, and related appurtenances. Work involves the operation of construction equipment and tools used in the installation, replacement, and repair of water and sewer pipes. Work also includes connecting and disconnecting water service; making taps on water and sewer mains; installing hydrants, meters, and valves; operating a sewer jet rodder; operating and/or assisting in the operation of a sewer camera; performing other maintenance and repairs to the water and sewer system. Employees are subject to working in both inside and outside environments, but the vast majority of work will be performed outside. Employees are subject to working in extreme hot and cold weather and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, oils, gases, poor ventilation, and confined spaces. Work is subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to be on-call and to work in a week-end on-call rotation. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

### Essential Duties and Tasks

Operates tapping machine to make water taps; sets meter boxes and installs meters; changes out meters.

Installs water and sewer pipe; repairs and replaces sewer and water lines and related appurtenances; uses shovels to finish grading trenches for construction of water and sewer lines; fits pipe; uses variety of hand tools.

Installs, services, and tests water meters and meter yokes.

Assists with determining source of leaks and repairing leaking lines; performs maintenance and repairs on valves.

Makes sewer taps.

Operates jet rodder machine to unstop sewer lines with pressurized hoses; also uses rakes, and shovels.

Responds professionally to customer complaints regarding water usage, taste/odor, color, etc.; flushes hydrants.

Operates backhoe, front end loader, dump trucks, jackhammers, tamps, pipe threading machines, tapping machines, trenchers, air compressors, and boring machines.

Installs hydrants, meters, valves, clamps, and related pipeline apparatus.

Completes work order forms and maintains other work records.

### Additional Job Duties

Performs other related tasks as required or requested.

## Recruitment and Selection Guidelines

### Knowledges, Skills, and Abilities

Working knowledge of the tools, materials, and equipment used in the installation and maintenance of water and sewer lines.

Working knowledge of the methods by which water distribution systems are operated and maintained.

Working knowledge of the methods by which sewer systems are operated and maintained.

Working knowledge of the use of common hand tools and power tools.

Ability to safely drive vehicles in accordance with North Carolina traffic laws.

Working knowledge of the hazards involved with the operation and maintenance of distribution and collection systems and the ability to perform the work safely.

Ability to follow established policies and procedures.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.

Ability to read utility line maps.

Ability to complete written forms and make entries into log books.

### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity and coordination to operate mobile equipment such as loaders, backhoes, and dump trucks.

Must possess the visual acuity and ability to make written data entries into log books.

### Desirable Education and Experience

High School Diploma or GED equivalent is required. Experience in related utility work preferred.

### Special Requirements

Possession of appropriate, valid, North Carolina commercial driver's license or ability to obtain within 6 months of hire date.