

**UTILITIES BOARD OF THE
CITY OF GULF SHORES**

JOB TITLE: UTILITY TECHNICIAN I

DEPARTMENT: FIELD SERVICES DISTRIBUTION DIVISION

CLASSIFICATION: NON-EXEMPT, GRADE 4

DATE: MAY 2020

NOTE: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

RELATIONSHIPS

Reports to: Distribution Division Supervisor-In-Charge

Subordinate Staff: None

Contacts: GSU Employees, Customers, General Public

JOB SUMMARY

Under general direction of the Distribution Division Supervisor-In-Charge:

- Employee will train to operate and maintain water distribution system which includes service lines and water meters installation.
- Employees will be assigned operational duties to including meter reading, locate utility lines, maintain division grounds and structures and other miscellaneous duties.
- Employee will promote and follow safe practices and enhances safety awareness.

EXAMPLES OF WORK

- Install water meters, water lines and sewer lines and fire hydrants.
- Read water meters once a month for billing.
- Conduct line locates.
- Provide information on materials needed for job or project.
- Respond to customer requests.
- Job assignment may require use of hand tools and manual labor, such as shovels, hammers, rakes, and saws.
- Perform repairs and general maintenance of equipment and facilities.
- Any other task as directed by Distribution Division Supervisor-In-Charge or General Manager.

KNOWLEDGE, SKILLS AND ABILITIES

(Can be acquired on the job)

- Obtain knowledge of operation and maintenance of water distribution system.
- Obtain working knowledge of service lines and meter installation, maintain and service equipment.
- Ability to communicate effectively with Distribution Division Supervisor-In-Charge, co-workers and general public.
- Obtain the proper knowledge and skill to operate a back hoe, trencher, dump truck, tapping machine, and air compressor.
- Math skills to make basic calculations.
- Reading skills to understand operator manuals, directives, procedures and instructions.
- Writing skills to maintain records, work orders and complete forms.
- Obtain knowledge of safety rules and operational procedures.
- Knowledge of traffic regulations.

REQUIREMENTS

- Valid Alabama Driver License or obtain a valid Alabama driver License within 60 days of employment.
- Must physically be able to safely operate the GSU vehicles and equipment.
- High School Diploma or equivalent.
- Required to obtain an ADEM Operator Certification Grade I within 18 months of employment.
- Ability to work outdoors for extensive periods of time under various temperature extremes.
- Able to work overtime and weekends when necessary.
- Capable to travel overnight for training and education.

PHYSICAL DEMANDS

The work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending crouching, stooping, stretching reaching, climbing, or similar activities; recurring lifting of moderately heavy items weighing approx. 50 lbs.