



**TITLE:** Utility Technician I  
**DEPARTMENT:** Public Works Department  
**STARTING SALARY:** \$36,000 - \$37,500  
**FLSA STATUS:** Non-Exempt

**General Description:**

Work involves the operation of construction equipment in the installation, replacement, and repair of water and sewer pipes to specific grade and depths, and backfilling and compacting of the site. Work also includes making taps to water and sewer mains, installing hydrants, meters, and valves, and making repairs to the water and sewer system. Employees are subject to working in both inside and outside environments, 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, gases, poor ventilation, and oils. Employees are also subject to on-call and call-back work. 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 RESPONSIBILITIES:**

- Inspects the installation, repair, and maintenance of water and sewer systems and appurtenances.
- Assists in routine inspection and repair of water and sewer infrastructure.
- Performs a variety of unskilled and semi-skilled manual labor including minor repair to drainage pipes and structures, clearing debris, mowing, and vegetation clearing.
- Drives and operates non-commercial and/or commercial vehicles.
- Responds to customer requests and to emergency calls when necessary.
- Adheres to all Town safety rules, policies, protocols, procedures, equipment care procedures, personal protective equipment (PPE) requirements, and work rules. Strictly follows OSHA safety regulations while performing assignments.
- Performs other related duties and responsibilities as required.

**KNOWLEDGE SKILLS AND ABILITIES:**

Demonstrates an ability to quickly gain a basic understanding of the priorities and objectives of work assignments and an ability to perform basic mathematical equations to solve problems associated with assigned work.

Demonstrates a basic knowledge of utility principles and practices and an ability to quickly learn and follow departmental and Town policies and procedures.

Lift's equipment, tools, and supplies of up to 50 pounds, may maneuver them around obstacles and under adverse conditions, as required.

Demonstrates an ability to follow established safety practices, including the proper use and care of Town vehicles, equipment, and tools.

Demonstrates an ability to plan, organize, and prioritize own work, meet deadlines, and adhere to assigned work schedule and hours assigned.

Demonstrates an ability to resolve routine problems, ask for help, or notify the supervisor of problems that cannot be resolved or of decisions that need to be made. Uses assigned work order process.

Ability to take responsibility for own action. Takes initiative by anticipating and securing tools and equipment needed to complete assigned tasks.

Demonstrates an ability to respond to basic requests for service from customers by resolving issues as they arise and quickly responding to situations in a polite and respectful manner. Knows when to refer a customer service issue to a higher-level employee.

Working knowledge of the tools, materials and equipment used in the installation, replacement maintenance and repair of utility lines.

Working knowledge of a variety of maintenance methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.

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

Some knowledge of the municipal water and sewer service policies and procedures.

Skill in the operation of light and medium size construction equipment.

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

Servicing and minor maintenance of automotive and other power-driven equipment.

Ability to operate heavy equipment, Backhoe, Excavator, Bobcat Preferred.

### **EDUCATION AND/OR EXPERIENCE:**

High School Diploma or GED and one to three years of experience in construction-related utility work; or an equivalent combination of education and experience. One to three years of experience operating small to mid-sized construction equipment.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license for the type of vehicle or equipment operated.

### **PHYSICAL DEMANDS:**

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

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently or constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal, as necessary.

### **WORK ENVIRONMENT:**

Work is performed at both an indoor office and field environment, including construction sites throughout the Town; Occasional traverse of difficult terrain in adverse weather conditions is required; Regular maneuvering through heavy construction sites, climbing up and down ladders, and walking to reach inspection sites as necessary; Occasional contact with the court and law enforcement officials as necessary.

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*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*