

SAMPLE JOB DESCRIPTION

XYZ Water Supply Corporation

Position Title: Maintenance Technician

Reports To: General Manager

Exempt? No

Date: XX, XXXX

Nature of Job: Responsible for the general operation and maintenance of the water corporation and its equipment.

Essential Functions:

1. Plans and schedules preventive and regular maintenance work.
2. Recommends to General Manager corrective maintenance e procedure changes when necessary.
3. Operates the water treatment plan under general supervision.
4. Assists the General Manager in monitoring systems performance, equipment availability, etc.
5. Troubleshoots problems when they occur.
6. Other duties as assigned.

Knowledge, Skills and Abilities:

Individual must have at least two years' experience working in a water district, possess thorough working knowledge of line maintenance used for the transportation of potable water, water pumps, water valves, water meters, water lines, chemical and other treatment of water and operating procedures. A strong mechanical aptitude is also required. Individual must be able to work with minimal supervision, be able to quickly resolve problems with system when they occur and be on-call 24 hours a day seven days a week.

Working Conditions:

This position is operated in a Water Treatment Plant 95% of the time. Person must be able to work in a noisy environment with extreme temperatures, both hot and cold. Lifting up to 75 pounds is required in this position. There is no back up to this position; therefore the incumbent must have excellent attendance and punctuality.

Accountabilities:

1. Continuous operation of equipment and systems at efficient levels.

2. Efficient, effective maintenance procedures are in place and are continually improved, when possible.
3. Able to operate all aspects of the Water Treatment Plant in an effective manner.
4. Timely and accurate monitoring of all Plant systems.
5. Timely and proper response to problems that meet all guidelines for support.

Licenses, Certificates, Registrations:

Incumbent is required to work towards state-defined certification and to maintain the certificate thereafter.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to speak effectively with supervisor or employees. English is required; Spanish helpful.

Work Environment:

The work environment characteristics described here are represented of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.