



Water Utility Technician I Operations Department

Full-Time/Non-Exempt
Career Range: \$25.24 - \$35.10/hour (DOQ)

Fort Collins – Loveland Water District

Revision Date: June 2024

Approved by District Manager:

Approved by Human Resources:

General Purpose:

The Water Utility Technician I is responsible for learning the operations and maintenance of the Fort Collins – Loveland Water District distribution system and with close direction will learn to monitor, maintain, and repair pump stations, tank sites, Pressure Release Vaults (PRV), water distribution systems and all associated appurtenances. Reports directly to the Water Operations Supervisor.

Essential Functions:

- With guidance, inspects, troubleshoots, repairs and maintains a variety of appurtenances associated with the water distribution system.
- Ensures appropriate operations for tanks, stations, pressure reducing devices, main and service lines, valves, vaults, and equipment based on Department recommended best practices.
- Performs field reviews and inspections of all leaks reported.
- Assists in the research and implementation of corrective actions to malfunctioning and inoperable equipment.
- Documents all projects for District compliance.
- Performs all required repair and maintenance of all facilities owned and associated with the District.
- Assists Business Office and Engineering Department staff in relation to service orders and compliance.
- Accurately completes service orders, data entry and research associated with meter accounts daily.
- Assists with utility locates.
- Ensures accountability, maintenance and responsibility for work vehicle, tools and equipment used for the job.
- Assists the Operations Departments in the completion of any / all projects when assistance is needed.
- Provides back-up coverage in the department.
- Complies with the operations cleaning schedule.
- Ensures that the uniforms provided will be worn each workday, and will be unaltered, fitted and clean.
- Other duties as required and necessary to ensure the success of the organization.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision, and values.

- Knowledge of basic math with the ability to troubleshoot and problem solve.
- Ability to learn specialized software and obtain basic electrical knowledge.
- Ability to comprehend and learn the water distribution system.
- Ability and maturity to perform assigned tasks unsupervised throughout an eight (8) hour day.
- Ability to communicate effectively with customers, contractors, developers, distributors, co-workers and supervisory staff verbally or in writing.
- Operational experience with heavy equipment (dump truck, backhoe, and similar).
- Knowledge of hand and power tool operations with a safety conscious attitude.
- Ability to learn safe work processes and actively participate in safety training.

Additional Requirements/Licenses/Certifications:

- Must have reliable transportation.
- Current valid Colorado Driver's License required.
- Class One (1) Colorado State Water Distribution certification may be required.

Materials, software and equipment directly used:

- Telephone, computer, hand tools, power tools, diagnostic equipment, rigging equipment, pneumatic tools, utility vehicles, dump truck, backhoe, and similar heavy equipment and others.
- Microsoft Office software.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. May involve climbing ladders, stairs, steps and traversing catwalk grating, pushing, pulling, bending, stooping and kneeling on a frequent basis and working in confined space and manual dexterity required to complete work tasks through safe and proper operation of power and hand tools, and motor vehicles.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Extremely strenuous physical work involving objects in excess of 100 pounds occasionally and/or up to 50 pounds frequently.
- Moving, positioning and carrying loads of up to 5 pounds upstairs and loading on four-foot high surfaces frequently.

Education:

- High School Diploma or General Education Diploma (GED) equivalent is required.
- Knowledge of Microsoft Office is required.

Experience:

- A minimum of one (1) years of experience working in an industrial environment either driving or repairing equipment is required.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work may be performed in field, and office environment during all types of temperatures, weather conditions and all times of day or night while being exposed to excessive noise from machines. Snowy, wet and muddy conditions will exist. Work may be done in confined or cramped spaces.
- Regular and long-term exposure to work areas containing toxic/caustic/hazardous/volatile chemicals; extreme conditions such as hot/cold; sharp hazards; dust/fumes/gasses; electrical shock; moving mechanical parts; high pitched and/or constant loud noise; sometimes long-term contact with bacteria and odorous, infectious/obnoxious material
- Work may involve assisting with sampling, calibration of equipment and process instruments calibration / maintenance often in difficult areas.
- Ability to use gas monitoring equipment, safety tripod and harness and any other required safety equipment for entering both high and low hazard confined spaces for either plant.
- Personal Protective Equipment (PPE) required including cold weather gear, eye protection, gloves, and provided uniform.
- A clean and safety-conscientious environment required while employed.
- Work may involve long hours and overtime during holidays, weekends, and evenings.
- Subject to call-back work and incumbent must be able to respond to emergency.
- May be required to rotate on-call responsibilities.

Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

Printed Name

Date

Signature