

TOWN OF MILFORD - JOB DESCRIPTION

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|------------------------|--------------------------|---------------------|---------------------------|
| JOB TITLE: | Water Systems Technician | GRADE LEVEL: | 15 |
| CLASSIFICATION: | Non-exempt | DEPT: | WUD |
| CREATED: | 02/1996 | REV DATES: | 2022; 7.13.2021; 2.6.2017 |

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| <u>Job Description:</u> | Responsible for reading, installing, replacing, removing, testing, and maintenance of meters and backflow device testing. Attends to various distribution system tasks. |
| <u>Accountability:</u> | Reports to General Foreman. |
| <u>Equipment Used:</u> | Motor vehicles, hand tools, testing equipment, telephone, radio, and pipe locating equipment. |
| <u>Environment:</u> | Inside: <u> 15 </u> % Outside: <u> 85 </u> % |

Duties and Responsibilities:

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| <p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p> | <ol style="list-style-type: none"> 1. Receives daily assignments from General Foreman. 2. Read monthly meter routes, write readings and consumption on individual cards. 3. Read transfers. 4. Perform customer related activities including contacting customers to obtain inside readings, setting or replacing meters, testing backflow devices, and checking on high consumption of water. 5. Turn water on/off and install or remove meters for seasonal customers. 6. Assist distribution repair crew with closing/opening valves and pipe repair. 7. Attend to system hydrant flushing program, spring/fall. 8. Repair and extend device curb boxes, locate curb boxes, pipe lines, and appurtenances using electronic equipment. 9. Record keeping includes maintaining meter and distribution system inventory. 10. Prepare field sketches of locations of pipe line valves and hydrants. 11. Available for emergencies, or additional work and/or overtime as required in order to meet emergency situations as they arise. 12. Performs any other related work as required. |
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Physical Activity Requirements: Frequently, Occasionally, Seldom, Rarely or Not Required

| <u>PRIMARY PHYSICAL REQUIREMENTS</u> | <u>F</u> | <u>O</u> | <u>S</u> | <u>R</u> | <u>N</u> <u>R</u> |
|--------------------------------------|----------|----------|----------|----------|----------------------|
| LIFT up to 10 lbs.: | X | | | | |
| LIFT 11 to 25 lbs.: | X | | | | |
| LIFT 26 to 50 lbs.: | | X | | | |
| LIFT over 50 lbs.: | | | | X | |
| CARRY up to 10 lbs.: | X | | | | |
| CARRY 11 to 25 lbs.: | | X | | | |
| CARRY 26 to 50 lbs.: | | X | | | |
| CARRY over 50 lbs.: | | | | X | |
| REACH above shoulder height: | | X | | | |
| REACH at shoulder height: | | X | | | |
| REACH below shoulder height: | X | | | | |
| PUSH/PULL: | X | | | | |
| <u>HAND MANIPULATION</u> | <u>F</u> | <u>O</u> | <u>S</u> | <u>R</u> | <u>N</u> <u>R</u> |
| Grasping: | X | | | | |
| Handling: | X | | | | |
| Torquing: | X | | | | |
| Fingering: | X | | | | |
| Controls and Equipment: | X | | | | |

Controls & Equipment

- Testing and pipe locating equipment, hand tools, telephone, radio, and motor vehicle.
- Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.
- The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| <u>OTHER PHYSICAL CONSIDERATIONS</u> | <u>F</u> | <u>O</u> | <u>S</u> | <u>R</u> | <u>N</u> <u>R</u> |
|--------------------------------------|----------|----------|----------|----------|----------------------|
| Twisting | X | | | | |
| Bending: | X | | | | |
| Crawling: | | X | | | |
| Squatting: | X | | | | |
| Kneeling: | X | | | | |
| Crouching: | | X | | | |
| Climbing: | | | | X | |
| Balancing: | | | | X | |

WORK SURFACE(S)

Curtis Well, Concrete, asphalt and gravel surfaces, lawns and wood.

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

| | <u>Consecutive Hours</u> | | | | | | | | <u>Total Hours</u> | | | | | | | |
|-------|--------------------------|---|---|---|---|---|---|---|--------------------|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Sit | <u>1-2</u> | | | | | | | | <u>1-2</u> | | | | | | | |
| Stand | <u>1-2</u> | | | | | | | | <u>1-4</u> | | | | | | | |
| Walk | <u>1-2</u> | | | | | | | | <u>1-3</u> | | | | | | | |

Cognitive and Sensory Requirements:

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| Talking: | Necessary for communicating with others. |
| Hearing: | Necessary for receiving information and instructions; audible alarm recognition. |
| Sight: | Necessary to perform job effectively and correctly; warning light recognition. |
| Tasting & Smelling: | Necessary to detect smoke, fumes, possible harmful gases, etc. |

Specific Vocational Preparation Requirement(s):

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| | Short demonstration only | | Any "beyond short" demonstration up to and including 30 days. | | 30-90 days |
| | 91-180 days | | 181 days to 1 year | | 1 to 2 years |
| X | 2 to 4 years | | 4 to 10 years | | Over 10 years |

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| Required: | High school diploma or equivalent. Possession of valid N.H. Driver's License. |
| Experience | 2-4 years of experience required. |
| Supervisory experience: | n/a |
| Licensure/Certification Requirements: | N.H. Distribution System Certification, Grade I. Certification as a Backflow Prevention Device Inspector. |
| Other Training, and/or related Skills | Must be accurate, dependable, safety conscious, and have good customer relation skills. Must possess basic math skills, ability to read, write, and verbally communicate in English. |

Summary of Occupational Exposures:

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| <p>Summary of Occupational Exposures:</p> <p>Exposure includes, but is not limited to, the following: Chemicals, Heat, cold, wet weather, and electrical grounding to water pipes.</p> |
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Other Considerations and Requirements:

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| <p>Other Considerations and Requirements:</p> <ul style="list-style-type: none"> ✓ Must be able to perform strenuous physical labor under varying and adverse weather conditions. ✓ Must be able to understand and follow oral and written instructions. ✓ Must be able to execute safe work procedures associated with assigned work. ✓ Must be able to follow established safety rules and procedures. ✓ Must be dependable, responsible and conscientious. ✓ Must be able to work with minimal supervision. ✓ Some independent judgement is exercised in the operation of equipment. ✓ Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments. ✓ Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. |
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I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

Signature

Date

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| This job description was reviewed and approved by Foreman and HR on | 2022 |
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