AUBURN
Human Resources

Tech I, Utility Services

Job Description

JOB INFORMATION

Job Code	AC21
Job Description Title	Tech I, Utility Services
Pay Grade	ST11
Range Minimum	$40,690
33rd %	$47,470
Range Midpoint	$50,860
67th %	$54,250
Range Maximum	$61,030
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/13/2023

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Utilities

JOB SUMMARY

Under direct supervision, assists with standard tasks involving the installation, operation, and maintenance of domestic water, natural gas, storm water, and sanitary sewer utility systems on campus. Additional tasks include underground utility locate services, data gathering for mapping all underground utilities, conducting inspections, performing minor repairs, and installation/maintenance of utility meters.

RESPONSIBILITIES

- Utilizes electronic devices to locate underground utilities prior to excavation work. Utilizes utility maps as reference and provides color coded markings on the ground to define location. Communicates with excavator site personnel as necessary to provide additional information. Must be able to read and understand utility maps, civil and survey drawings. Collects data, maps, and documents installations of the utility infrastructure. Performs work using standard line locate and GPS instruments, computers, tablets, and smart phones. Communicates with Project Managers, Superintendent of projects and other contractor personnel to discuss requirements, schedule, and status of work. Unusual or difficult issues are referred to higher level utility technicians or supervisor for resolution.
- Conducts preventative maintenance an gas and water systems to include locating and inspecting valves, hydrants, meter boxes and verifying proper valve operation. Typically requires opening and closing of valves, opening and inspecting manholes, minor repairs, painting, cleaning, lubricating, and adjusting. Requires use of maintenance management system to identify activities and document findings. PM work orders are assigned and completed without direct supervision or guidance.
- Assists with the execution of planned and unplanned outages on domestic water and natural gas systems by operating valves to isolate sections of the system. Specific valves to operate and timing is determined by supervisor or higher-level technician. Must understand proper method to open and close valves and may use portable power-driven valve machine to perform this task.
- Responds to emergency or unusual conditions in water, gas, sanitary, and storm systems by inspecting the site and evaluating the situation. Typical events would be observed leaks, overflows, or backups. Reports to supervisor and recommends course of action to correct abnormal conditions. Coordinates support resources as necessary and provides status updates on correction.
- Supports the Utility Services metering and billing process. Reads meters and records consumption, documents meter installations troubleshoots, and resolves problems. Requires knowledge of meter setup and meter reading methods.
- Assists with system inspections to determine asset conditions and develop designs for additions and improvements. Assists higher level technicians with use of a sewer camera. Assist contractor inspectors with access to manholes and pipes as needed.

RESPONSIBILITIES

- Supports the installations of new utilities on campus. Involves working with contractors to help resolve unexpected conflicts and questions when encountering unknown utilities during excavation. Involves inspecting and documenting damage caused by excavation, helping develop a repair plan, and monitoring the repair. Significant issues are discussed with Utility Supervisor prior to any recommendation.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	2 years of	Experience in installation, maintenance, and operation of utility systems.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Valid Driver's License			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		100 pounds
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures				X	
Hazards					X
Wet and/or humid			X		
Noise					X
Chemical			X		
Dusts			X		
Poor ventilation			X		

Vision Requirements:

Ability to see information in print and/or electronically.