AUBURN
Human Resources

Tech I, Utilities

Job Description

JOB INFORMATION

Job Code	NB61A
Job Description Title	Tech I, Utilities
Pay Grade	ST09
Range Minimum	$36,670
33rd %	$41,560
Range Midpoint	$44,010
67th %	$46,450
Range Maximum	$51,340
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/9/2013

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Utilities

JOB SUMMARY

Operates and maintains water, gas, and sanitary sewer systems as per University, State, and Federal guidelines; provides assistance to others in the identification and documentation of utility line locations.

RESPONSIBILITIES

- Collects point data, maps, and documents installations of the utility infrastructure.
- Reviews contractor work of utility line instillations for standards compliance and correct installation and documentation.
- Locates utilities for contractors, surveyors, and maintenance shops.
- Performs or directs others in the emergency response and maintenance for the water, gas, sanitary, and storm sewer systems.
- Reads meters and records usage for utilities and reports meter readings to Energy Managers.
- Provides on-site guidance for the resolution of utility conflicts.

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	High School Diploma or equivalent	and	2 years of	Experience in installation, maintenance, and repair 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of office rules, procedures and operations that require previous training and experience to perform.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking					X	
Sitting		X				
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.