



Utilities Technician

Overview

The Utilities Technician is responsible for monitoring and maintaining various mechanical and electrical systems and devices as detailed below. The Utilities Technician will investigate and resolve various problems with the systems the Utilities Division maintains, and effectively communicate plans and actions taken to repair or maintain the systems.

Responsibilities

- Grinder Pumps
 - Identify from security system a possible faulty grinder pump.
 - Troubleshoot and repair grinder pump as needed.
 - Physically able to lift 100 pounds, for purposes of pulling and setting grinder pumps.
 - Basic electrical knowledge is needed to troubleshoot power and alarm system of grinder pumps.
 - Document & communicate actions which will be or were taken to resolve the faulty grinder pump. Use of a computer aided system to track and document these repairs is expected. Adjustments to this tracking process will likely occur.
 - Manage and report status of inventory to ensure all necessary spare parts, tools, spare pumps, etc. are readily available.
- Treatment Plant
 - Assist with operation and maintenance of a treatment plant.
 - Check levels of plants, flow EQ, sludge holding, etc.
 - Track the amount of sludge wasted (measured in time) and shut off/turn on wasting from any plant as directed.
 - Coordinate with sludge hauler to ensure he is able to gain access to the site.
 - Maintain cleanliness of plant premises.
 - These duties are as directed in an assistant level only.
 - Future may present an opportunity to take a greater leadership role in managing the treatment plant.
- Security
 - Basic Electrical knowledge is needed to troubleshoot the alarm system.
 - Work with IT team to develop a plan of action and path forward to update and all existing systems.
 - Security system work as directed.
- On Call/Leaks/Emergency
 - Share weekend on call load with other members of the Utilities department. Currently an every 3rd week rotation. Due to timing of emergency situations,

hours worked may vary between time of day (day or night) and day of week (including weekends and holidays).

- This includes any and all departments within the Utilities department.
 - Wastewater
 - Domestic Water
 - Security
 - Cable TV
- Other duties as assigned
 - The Utilities Technician will assist with the implementation and development of the IBK Database for use by the Utilities Division. The Utilities Technician will be expected to routinely use the IBK Database or a similar system. The Utilities Technician should be familiar with computer aided tracking systems.
 - The Utilities Technician will cross-train will all members of the Utilities Division to ensure critical operations are maintained during vacations, absences or turnover.
 - The Utilities Technician duties may vary over time to include other duties not listed above. The Utilities Technician is expected to be adaptable to new duties as assigned.

Requirements

- High School diploma or equivalent is required. Additional vocational training is a plus.
- Ability to use electrical and hand tools.
- Good physical condition with ability to work in uneven terrain in varying environments.
- Good critical thinking and problem solving abilities.
- Good oral and written communication abilities.