

SAGINAW CHARTER TOWNSHIP
DEPARTMENT OF PUBLIC SERVICES

JOB DESCRIPTION

TITLE: Water Distribution Technician

Non-Exempt

GENERAL SUMMARY:

Under the supervision of the Director of Public Services or Operations Superintendent, performs all duties and operations necessary to maintain an on-going valve maintenance program. Performs all duties and operations associated with the installation, repair, and maintenance of a water distribution system. Meets regularly with the Director of Public Works to review and coordinate operations.

QUALIFICATIONS:

High school education required. Must possess a State of Michigan DEQ S-1 certification and the ability to obtain a Class B commercial driving license within one year after hired. Must have legible handwriting and possess a knowledge of maps and drawings in order to communicate information to office via field notes and sketches. Has to maintain back-up and follow-thru recordkeeping on a regular basis.

TYPICAL DUTIES:

1. Using maps and other means, verify field location of water distribution valves, raising valve boxes if necessary.
2. Exercise water distribution system valves if needed.
3. Plot location of valves in field by using ties to existing land marks and recording these dimensions on scale drawings. Compiles information for valve card file such as: Size, Direction of opening, number of turns required to open valve, year of installation and all other pertinent information.
4. Maintain a permanent up-to-date record system on all water distribution valves.
5. Locate and stake water mains and services per Miss Dig staking requests.
6. Installs new meters/registers and repairs old ones; investigates work orders for high and low usages and prepares various forms connected with the work.
7. Performs duties and operations listed within utility classifications as needed.