

**CITY OF GLENDALE**

**TITLE: Senior Utility System Technician CLASS CODE: 986**

**REPORTS TO: Various GRADE: 22**

**DEPARTMENT: Various FLSA: N**

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY:**

Provides lead supervision over crews in a division of the Utilities Department.

**ESSENTIAL FUNCTIONS:**

1. Supervises and trains crews of Utility System Technicians and volunteers within the assigned areas of responsibility; may oversee contractual work being performed.
2. Participates in and prioritizes work and decides what equipment and materials are needed to accomplish work assignments.
3. Assigns work, materials, equipment and tools to crews.
4. Monitors work under progress and upon completion for compliance with standards and with plans and directions.
5. Barricades and monitors the safety of work sites.
6. Explains and enforces rules and regulations that may pertain to safety, barricading, hazardous material and landfill operations.
7. Direction of traffic and operation of equipment.
8. Reads blueprints and interprets plans.
9. Maintains daily work records and prepares oral and written statistical reports of work done, material used and time spent.
10. Operates various light, medium, heavy and specialized equipment and performs maintenance and minor repairs on the equipment.
11. Operates a portable radio.
12. Works with computers and application software for maintenance and management programs.
13. Orders supplies, keeps records of purchases and maintains an inventory of parts, supplies and equipment.
14. Notifies the public of work projects to be performed.
15. Investigates and resolves customer complaints.
16. Performs and oversees the construction, maintenance, and repair of: water and sewer mains, water and sewer service lines; water valves; fire hydrants; meter vaults; manholes.
17. Use pesticides for roach control; chemical treatment and sewer line cleaning for controlling odor and corrosion problems; and the CCTV inspection of sewer lines.
18. Leads crews maintaining meters, refurbishing and testing flow rates of small and large water meters.
19. Leads crews maintaining and dismantling well sites.
20. Stands by for emergencies including weekends and holidays.

## **SECONDARY FUNCTIONS:**

21. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Procedures, guidelines, regulations, materials, tools, equipment, and safety hazards and precautions common to the assigned area of responsibility.  
Computers and data management systems for area of Responsibility.

### **Ability to:**

Assign, instruct and supervise the work of subordinate employees.  
Determine what equipment, tools, manpower and materials will be needed to complete assigned projects.  
Deal effectively with customers and the public.  
Operate light, medium, and heavy equipment and to perform maintenance and minor repair on equipment.  
Perform and maintain gas monitor readings.  
Use a computer.  
Communicate effectively both orally and in writing.

## **WORKING CONDITIONS:**

Work requires heavy lifting, extensive walking, bending, standing and crawling up and down trenches and water filled holes and exposure to heavy traffic, hot weather and hazardous materials including hot asphalt, solvents, gas from sewer lines and gas, pipe and electrical lines.

## **MINIMUM QUALIFICATIONS:**

High school education, and three years of experience in public works, construction, maintenance and repair work, and in the operation of light, medium, and heavy equipment relative to the area of assignment.

College coursework in Wastewater Collection and Distribution Technology is preferred for some positions in Utilities.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

Depending on the area of assignment, may require possession or ability to obtain one or more of the following:

Class A CDL (commercial driver's license) required – some positions may require endorsements.

Grade 2 Wastewater Collection Certification.

Grade 2 Water Distribution Certification.

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Restricted Use Pesticide Certification.

May be subject to rotating shifts, standby duty and call back.

Applicants may be required to undergo drug testing prior to employment and may be subject to further drug and alcohol testing throughout their period of employment.