

York Water District Position Description

System Maintenance Technician

Department/Division: Distribution Crew
Reports To: Crew Leader
Salary Grade: 4
Effective Date: October 2, 2014
Revised: October 23, 2023

GENERAL SUMMARY:

Under the general supervision of the Crew Leader, performs physical tasks in connection with the installation and repair of water lines and residential services, and the maintenance of the Distribution system. This position is compensated on an hourly rate basis.

ESSENTIAL JOB FUNCTIONS:

- ◆ Performs work assignments involving the installation of water mains, lines, hydrants, and water services including making taps into existing lines and installing and/or removing seasonal equipment.
- ◆ Performs work assignments involving the maintenance and repair of existing water mains, lines, and services. Flushes water mains, drains, winterizes all summer lines to prevent freezing; and repairs leaks and other problems found in the distribution system.
- ◆ Performs routine hydrant maintenance and repairs including snow removal, weedwacking, painting, greasing, and checking for water in the winter to prevent freezing.
- ◆ Operates a variety of heavy and light motorized equipment in the performance of construction, maintenance, and repair duties.
- ◆ Locates water mains, lines, and services for Dig Safe requests.
- ◆ Performs general grounds maintenance, trail maintenance in District watershed property, and snow plowing at District stations, ponds, and other facilities.
- ◆ Assists in general maintenance activities on District buildings, vehicles, and equipment.
- ◆ Responsible for performing on-call duties on a rotating schedule. Must carry District-supplied cell phone and responds to emergencies, as necessary.
- ◆ Responds to customer service complaints within authority and refers unresolved issues to a supervisor.
- ◆ Complies with workplace and construction zone safety, including safety policies and inspections. Performs confined space entry and rescue, and other safety requirements.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Completes regular training and coursework to upgrade knowledge and obtain/maintain certification and licenses.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None at this time, but we encourage our Operators to advance their knowledge to be prepared for when an opening may become available.

EDUCATION & EXPERIENCE:

High School Diploma or equivalent with one to three years' experience in a labor position, including the operation of lighter trucks and motorized equipment. Must obtain Commercial Driver's License "Class B" within 24 months and a Class II Water Distribution System License within thirty-six months of hire date.

QUALIFICATIONS:

- ◆ Knowledge of traffic laws, ordinances, and rules involved in the operation of automotive vehicles.
- ◆ Knowledge of Town geography and street locations.
- ◆ Ability to operate trucks, backhoes, and other motorized equipment safely and according to traffic laws.
- ◆ Ability to make and assist in minor repairs and maintenance of motorized equipment.
- ◆ Ability to perform strenuous physical work for extended periods of time under adverse climatic conditions.
- ◆ Physical strength and agility sufficient to perform the work of the class.
- ◆ Ability to understand & follow verbal and or written instructions.
- ◆ Ability to operate computer and basic software necessary for assigned duties.
- ◆ Ability to communicate clearly and courteously and to maintain effective working relationships.
- ◆ Must reside and remain within a forty-five-minute radius of the district's main office and be able to respond to calls when on standby.

WORKING CONDITIONS & PHYSICAL DEMANDS:

The majority of work is performed outdoors in all weather conditions. Work involves extensive physical effort including frequent climbing, bending, lifting, digging, raking, crawling, standing, and walking. Operates commercial vehicles, dump truck, backhoe, mower, compactor, pumps, saws, impact guns, hand tools, and a variety of other construction and maintenance equipment. The job includes lifting of weights of up to 100 pounds on a regular basis.

Some work is performed indoors in a normal office environment. Operates computer, printer, photocopier, and other office equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

York Water District Position Description

Equipment Operator

Department/Division: Distribution Crew
Reports To: Crew Leader
Salary Grade: 4
Effective Date: September 1, 2009
Revised: December 28, 2023

GENERAL SUMMARY:

Under the general supervision of the Crew Leader. Participates in the installation, maintenance, and repair of residential services and distribution and transmission lines as performed by a group of skilled and semi-skilled workers. This position is compensated on an hourly rate basis.

ESSENTIAL JOB FUNCTIONS:

- ◆ Supervises and assists Distribution Service Techs in projects and tasks involving the installation and repair of water mains, lines, hydrants, and water services.
- ◆ Oversees work assignments and inspects work to ensure conformance with construction/installation standards and established timelines. Makes necessary adjustments in assignments and methods to complete the task correctly and on time.
- ◆ Oversees work sites and operations to ensure safe working conditions and compliance with safety regulations.
- ◆ Assists in other various construction and repair work on district buildings, vehicles, and equipment.
- ◆ Inspects, chlorinates, and tests new water mains as they are installed, including taking bacteria samples to ensure safe drinking water. Flushes water mains as requested to improve water quality.
- ◆ Oversees Hydrant Maintenance Program, which includes snow removal, weedwacking, mowing, painting, greasing, and checking for water in the winter to prevent freezing and breakage. Supervises and assists with repairs on defective or damaged hydrants.
- ◆ Responsible for coordinating and assisting with the installation and removal of summer meters. Winterizes all summer lines to prevent freezing.
- ◆ Extensive knowledge and skill to operate the safe operation of a variety of heavy and light motorized equipment used in the performance of construction, maintenance, and repair duties.
- ◆ Locates water mains, lines, and services for Dig Safe.
- ◆ Completes work orders with time and material for payroll for to be submitted to Foreman.
- ◆ Responsible for performing on-call duties on a rotating schedule. Carries a District-supplied cell phone and responds to emergencies as necessary.
- ◆ Responds to customer service complaints within authority and refers unresolved issues to Supervisor.
- ◆ Completes regular training and coursework to upgrade knowledge and maintain certification and licenses.

- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Provides direct supervision to Distribution Techs.

EDUCATION & EXPERIENCE:

High School Diploma with three to five years of practical and supervisory experience in the maintenance, repair, and installation of water lines, including the operation of related equipment. Must obtain Commercial Driver's License "Class B" within two years of hire and a Class III Water Distribution System License within three years of hire.

QUALIFICATIONS:

- ◆ Ability to effectively plan, direct, and supervise the work of a crew performing semi-skilled maintenance and repair activities, and to ensure satisfactory work output.
- ◆ Through knowledge of work hazards and ability to enforce applicable safety precautions.
- ◆ Knowledge of the operation of heavy equipment used in water line repair work and ability to supervise and direct the activities of employees operating the equipment.
- ◆ Ability to assist crews in the completion of projects and regular tasks.
- ◆ Ability to supervise and assist in the general maintenance of District equipment.
- ◆ Ability to perform strenuous physical work for extended periods of time under adverse climatic conditions.
- ◆ Physical strength and agility sufficient to perform the work of the class.
- ◆ Ability to understand and follow oral and written instructions.
- ◆ Ability to operate computer and basic software necessary for assigned duties.
- ◆ Ability to communicate clearly and courteously and to maintain effective working relationships with employees and the public.
- ◆ Must live and remain within a forty-five-minute radius of the district and be able to respond to calls when on standby.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Majority of work is performed outdoors in all weather conditions. Work involves extensive physical effort including frequent climbing, bending, lifting, digging, raking, crawling, standing, and walking. Operates commercial vehicles, dump truck, backhoe, mower, compactor, pumps, saws, impact guns, hand tools, and a variety of other construction and maintenance equipment. The job includes lifting weights of up to 100 pounds on a regular basis.

Some work is performed indoors in a normal office environment. Operates computer, printer, photocopier, and other office equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.