

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Utility Line Technician		
<b>Job Code:</b>	TC5560	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	507	<b>Date Reviewed:</b>	07/06/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs sanitary water and sewer systems maintenance. Televises, records, catalogs and reports CCTV footage and maintains CCTV equipment. Provides training and supervision of maintenance workers.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Provides technical preventative maintenance to water and sewer lines.
2. Troubleshoots problems and complaints and provides customer service to residents, contractors, engineers and development personnel.
3. Performs line locations and uses a variety of tests and monitoring techniques to determine cause of problems.
4. Performs administrative duties by completing a variety of City specific forms, surveys, reports, work orders and requisitions and answering emails.
5. Maintains CCTV equipment and follows procedures for camera set-up.
6. Ensures safety of assigned workers.
7. Performs other duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Water and sewer systems.
  - Technical equipment.
  - Sampling procedures.
  - Safety procedures.
  - Camera equipment.
  - Federal, State, City and local regulations.
  - City specific software.

- Distribution and collection systems.
- City utilities.
- **Skill in:**
  - Map reading.
  - Customer Service.
  - Basic Math.
  - Planning and prioritizing.
  - Observation and decision-making.
  - Organization and time management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Analyze problems and identify solutions.
  - Evaluate employee performance.
  - Read and interpret blueprints and drawings.
  - Manage multi-craft projects.
  - Plan and manage employee development.
  - Assists in the development of goals, objectives and procedures.
  - Estimate material and labor costs.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and two years of water/sewer utilities experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.