

Position Description

Job Title:	Utility Maintenance Technician II	Reports To:	Utility Foreman	
Department:	Public Works	Date:	April 2025	
FLSA Status:	Non-exempt	Pay Grade:	I	FTE: 1.0

General Job Summary

This position performs water distribution and sanitary sewer collection system maintenance and repair tasks. The Utility Foreman leads the work of this position with direction from the Deputy Director of Public Works.

	Duties and Responsibilities	Estimated % of Time
1.	Operate a variety of equipment, machines and tools in the repair and maintenance of water and sanitary sewer utility systems such as dump trucks, back hoes, pumps, generators, vacuums, leak detectors, metal detectors and hand tools. In addition, operate a variety of equipment, machines and tools in the repair and maintenance of streets and storm sewers such as lawn mowers, snow blowers, ATV/UTV, tractors, one-ton truck with plow attachment, loader, sweeper, and various snow plow equipment.	25%
2.	Flush hydrants and clean sewer mains. Collect water samples for testing. Locate underground water and sewer lines and leaks. Assist in replacing pumps.	25%
3.	Install, read and test water meters. Inspect lift stations and pumps. Inspect water and sewer work performed by contractors. Complete inspection forms and take inventory of materials and supplies.	15%
4.	Assist in rebuilding/relocating hydrants, adjusting manholes and repairing/maintaining valves. Perform minor maintenance/cleaning on buildings and equipment.	20%
5.	Perform stand-by duties as required for operations, maintenance and safety of facilities. Snow plowing and salting of streets and/or parking areas and clearing snow from pedestrian ways. Inform and advise residents and businesses on breaks in a water main, service leaks, and other concerns; take and act upon complaints from the public. Perform traffic control in work areas.	15%
Perform additional duties as assigned and attend the Town required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the Town or governmental authority.		

Formal Supervision Exercised Over:

N/A

Functional Supervision Exercised Over:

N/A

Required Minimum Qualifications

Education & Experience

- High school diploma or equivalent.
- Possess and maintain a valid CDL, class B/C/D, with N endorsement.
- Experience driving a commercial motor vehicle.
- Three (3) years of water/wastewater, maintenance/repair experience.

Knowledge, Skills, and Abilities

- Ability to operate a variety of job related equipment and utilize various tools.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to follow specific instructions and respond to simple requests from others.
- Literacy in English with the ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and to effectively communicate with the public, contractors, and customers.
- Ability to use functional reasoning and apply rational judgment in performing work activities.
- Working knowledge of methods, materials, tools, equipment used in streets, utilities, grounds and construction, and maintenance work.

The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Equipment Used

Tractors, dump trucks, backhoe, pumps, generators, vactors, leak detectors, metal detectors, welder, cutting torch, sewer cleaners, lawn mowers, snow blowers, ATV/UTV, one-ton truck with plow attachment, loader, chipper, sweeper, mechanic’s hand tools, hand excavation tools, and carpenter’s tools.

Working Conditions

Normal for this position are approximately:

Early November – early March, Mon. – Thurs. 6:30 am – 3:00 pm and Fri. 6:30 am – 12:30 pm

Early March – early November, Mon. – Thurs. 6:00 am – 3:00 pm and Fri. 6:00 am – 10:00 am.

The position may be required to work additional hours as per demands of the job. Must be willing and able to be on 24-hour call. Must be able to be at the Town Hall within 60 minutes after receiving call. Within approximately six months of being in this position, will be required to carry the emergency phone for one week within a rotating schedule.

Physical Requirements

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

- Coordinate eyes, hands, feet and limbs in performing highly skilled movements such as heavy equipment use. Exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to lift objects weighing up to one hundred (100) pounds and to repeatedly lift, move and carry objects weighing more than 50 pounds with assistance.
- Recognize and identify similarities of differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Ability to work in a variety of outdoor weather conditions, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, or traffic hazards.

Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

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.