



**CONSOLIDATED MUNICIPALITY OF
CARSON CITY**

Department of Human Resources
201 North Carson Street, Suite 4,
Carson City, NV 89701-4289
775-887-2103

<http://www.carson.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Water Distribution Technician**

An Equal Opportunity Employer

SALARY

Salary: See Position Description

OPENING DATE: 05/30/19

CLOSING DATE: Continuous

THE POSITION

This is a full-time, FLSA non-exempt position with Carson City Public Works. Under general supervision, performs the full range of maintenance and construction duties in addition to leading, directing and training a work crew.

Employees may choose between the following:

Employer-Paid PERS Retirement: \$24.3552 - \$36.5327 hourly / \$50,658.82 - \$75,988.02 annually

Employee/Employer-Paid PERS Retirement: \$28.1159 - \$42.1738 hourly / \$58,481.07 - \$87,721.50 annually

***** This recruitment will remain open until recruitment needs are satisfied. Individuals are encouraged to apply immediately, as hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made. ****

EXAMPLES OF DUTIES

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provides lead direction, training and work review to a crew; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Instructs assigned staff in work and safety procedures.
- Excavate, inspect, flush, clean and repair water mains and lines; perform repair of leaks.
- Operate a variety of construction equipment (e.g., dump trucks, backhoe, front loader, jack hammer).

- Locate and mark underground water system infrastructure.
- Utilizes specialized equipment to inspect condition of pipes and for locating laterals.
- Clean and maintain work facilities and job sites as required.
- Performs lock out/tag out procedures, using appropriate devices; notifies dispatch of system shutdowns; affixes identification tags; removes devices and reenergizes the system.
- Works in vaults and other confined spaces, utilizing proper safety techniques and equipment in accordance with departmental safety policies and procedures; lifts and removes vault lids; ventilates vaults; performs vault repairs.
- Inspects, tests and performs preventative maintenance on valves; uses valve tie downs and magnetic locators to locate missing and overlaid valve boxes; determines water flow direction and performs required main shutdown procedures; inspects, installs, troubleshoots, aligns, repairs and replaces corporation stop, angle meter stop and curb stop valves under pressure or following main shutdowns.
- Repairs, replaces, installs and performs preventative maintenance on air vacuum/air release devices; makes modifications to prevent potential cross-connections; installs new and repairs existing laterals from AV/AR devices to transmission lines, using a variety of pipe materials, couplings and pipefitting hardware.
- Notifies property owners of service interruptions; provides information regarding the work being performed; responds to questions and complaints from property owners and the public regarding repair work and main shutdowns.
- Installs, repairs, replaces and maintains fire hydrants to meet requirements; excavates fire hydrants and exposes laterals and mains.
- Operates commercial vehicles, vacuum trucks, skip loaders, compressors, hydraulic pumps, tapping machines, concrete saws, valve machines, hydraulic and pneumatic jackhammers, pipe cutters, power generators, concrete saws, tampers and a wide variety of other hand and power equipment; checks pre-operating condition of equipment; ensures proper loading and unloading of tools and equipment; cleans and maintains tools and equipment.
- Operates a backhoe and front loader to load dump trucks and flatbeds.
- Ensures use of proper traffic control measures in accordance with regulations and best practices.
- Reads and interprets diagrams, blueprints, specifications and manuals for installation and repair projects.
- Contributes the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Maintains records of work performed and materials used.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

TYPICAL QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to a High School education or GED; AND four (4) years of water distribution system construction and maintenance experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Must possess a valid Class A Driver's License.
- Must possess OSHA 30 Certification.
- Must possess flagger certification.
- Must possess Confined Space Entry Certification.
- Must possess Nevada Water Distribution Operator Grade 2 certification at time of hire or promotion, and obtain Grade 3 certification within 6 months of hire or promotion.
- Must obtain Nevada Water Treatment Operator Grade 2 certification within one year of hire or promotion.
- Must take pre-employment physical examination and Respiratory Fit test.

Required Knowledge and Skills

Knowledge of:

- Basic supervisory principles and practices.
- Construction technology as it relates to water line cleaning, installation and maintenance.
- Use and minor maintenance of commonly used hand and power general maintenance tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Record keeping practices.
- Above-ground and underground facilities maintenance and repair work.
- Operation and capability of various trucks and light construction equipment.
- Techniques of cement construction, pouring and finishing.

Skill in:

- Planning, directing and reviewing the work of a crew; instructing others in work procedures.
- Safely using and maintaining hand and power tools related to the work.
- Making accurate arithmetic calculations.
- Reading and interpreting plans, maps and instructions.
- Understanding and following oral and written directions.
- Preparing basic records and reports of work performed.
- Operation of a wide variety of light and heavy motorized equipment.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Performing general maintenance work, individually or as a member of a crew, in various areas, depending upon the function.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 80 pounds with proper equipment; work at height of up to seventy-five (75) feet; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone. Work outdoors, sometimes in adverse weather conditions and extreme temperatures. Work involves exposure to potentially hazardous fumes, solvents and liquids.

Employees must maintain an active telephone. Employees must reside within 30 minutes of Carson City. Employees must be willing to work overtime, shifts, weekends and holidays. Required to be on-call.

SUPPLEMENTAL INFORMATION**CONDITIONS OF EMPLOYMENT:**

- 1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason.*
- 2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- 3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
- 4. Employees shall be required to complete Incident Command System training as a condition of continuing employment.*
- 5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.75 and a drug/alcohol screen which costs \$84.00. Employment is contingent upon passing the background and the drug/alcohol screen.*
- 6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov*

7. *This position is covered under the authority of the Federal Motor Carrier Safety Administration (FMCSA) and/or the Federal Transit Administration (FTA).*

All employees covered by this job description are subject to drug and alcohol testing in accordance with the requirements of the FMCSA, as set forth in 49 CFR part 382 as amended; or the FTA, as set forth in 49 CFR part 655 as amended; and the Carson City Anti-Alcohol Misuse Prevention Program; which are hereby referenced and made part of this job description, that mandate urine testing and breath alcohol testing for safety-sensitive positions, as well as those positions that require a commercial driver's license (CDL); requires termination of employment when there is a positive test result.

The US Department of Transportation (DOT) also imposes 49 CFR part 40 as amended, which is hereby referenced and made part of this job description, that establishes standards for collection and testing of urine and breath specimens.

Copies of parts 382, 655 and 40 are available in the Alcohol Program Manager's office and on the internet at the Office of Drug and Alcohol Policy an Compliance website www.dot.gov/ot/dapc/index.html .

8. *Carson City is an Equal Opportunity Employer.*

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.carson.org>

OR

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EXAM #00534_05/2019

SENIOR WATER DISTRIBUTION TECHNICIAN

MM

Senior Water Distribution Technician Supplemental Questionnaire

- * 1. Describe your experience with water distribution and treatment.

- * 2. What are the two main losses that affect a pressurized water system?

- * 3. If there is 200 feet of hydraulic head at a single point in a distribution main, but the pressure at that point is reading 40 psi, what could be happening in the system to cause this scenario?

- * 4. Describe your familiarity with NAC 445A.

- * Required Question