



Water Distribution/Treatment Technician

Regular - Full Time

BASIC FUNCTION

The Water Utility Technician's responsibility is to apply basic principles, practices and materials used in maintenance and operation of a water utility system. Knowledge of regulations governing the operation of municipal water treatment, distribution, and storage facilities. Working knowledge of equipment and tool safety and operating procedures for treatment and distribution operations. Knowledge of laboratory procedures for basic routine testing of water, plus related sample gathering, handling techniques and transportation. Repair and maintenance of water utility facilities. Knowledge of occupational hazards and OSHA safety practices related to water system operations repair and maintenance.

The candidate chosen must possess discretion, good judgement, and attention to detail. Must be able to multi-task, work without supervision and provide the highest level of standards as established by the company. This position will provide excellent customer service to all of Silver Springs Mutual Water Company's customers and visitors.

ESSENTIAL RESPONSIBILITIES AND PRINCIPAL ACCOUNTABILITIES

Water Distribution/Treatment Technician

- Perform monthly water meter readings using computerized handheld equipment, read meters manually as necessary
- Operational knowledge of meter reading devices and related tools and equipment
- Maintain accurate and legible daily log reports
- Field testing of customer meters for accuracy
- Assist with monthly water sampling and testing as needed
- Monitoring chemical levels/transferring of chemicals
- Customer service duties including service turn-ons/turn-offs. Meter re-reads. Hanging door hangers. Notify customers of water interruptions and type of work to be performed.
- Repair and maintenance of water lines, pumps, and facilities
- Operation of construction equipment, such as dump truck, backhoe, loader and vactor
- Excellent computer and business letter writing skills
- Assist in preparation of regularly scheduled reports for management review
- Provide Ad-Hoc reports and analysis, as needed

Other Requirements

- Maintain files and documents related to specific tasks
- Attend monthly/annual meetings as needed
- Assist General Manager and other staff with special projects as needed

Miscellaneous

- Must be available for after-hours call outs, evenings, holidays, and weekends
- Position may require overtime
- On-Call hours on a rotating basis
- Backflow / Cross Connection knowledge and/or certification a plus

COMPENTENCIES

- Provide excellent customer service to clients, tenants, vendors, and colleagues. Respond to requests, inquiries, etc. in a timely manner
- Possess excellent oral and written communication skills
- Must be able to handle multiple projects, changing priorities and a continually heavy workload. Must be able to meet deadlines.

QUALIFICATIONS

- EXPERIENCE: 3-5 years' experience in related field preferred
- CERTIFICATES: Current State of Nevada operator certificates. Full D1 and Full T1, with the ability to obtain grade D2 and T2 within a 1-year period.
- DRIVERS LICENSE: Valid State of Nevada Class C with clean driving record
- EDUCATION: High School Diploma or Equivalent.
- LANGUAGE ABILITY: Possess excellent verbal and written communication skills using standard business English. Read and understand instructions and guidelines.
- INITIATIVE: Offers help when needed. Uses time efficiently, prioritizes given tasks and seeks new tasks when time allows. Follows policies and procedures. Supports organization's goals and values
- MATH ABILITY: Arithmetic computations including calculation of percentages, decimals, and fractions. Read and comprehend charts and graphs.
- REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to remain poised and composed under pressure. Ability to deal with problems involving several concrete variables in standardized situations.
- TECHNICAL/COMPUTER SKILLS: To perform successfully, an individual must have knowledge of office operations and equipment. Must have intermediate to advanced proficiencies to use software and related technology, specifically Word, Excel, Outlook, navigate the internet, utilize web-based programs, and other computer applications as needed.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate. In addition, employee should be aware that hazardous material may be present in the building.

PHYSICAL DEMANDS

The employee must frequently lift and /or move up to 70 pounds, and occasionally lift and /or move up to 90 pounds. While performing the duties of this job, the employee is regularly required to sit, use hands to touch, handle or feel. The employee is frequently required to talk or hear; reach with hands and arms and climb or balance. The employee is occasionally required to stand, walk, stoop, kneel or crouch.

Interested candidates may submit their Resume via email to: csilva@silverspringsmwc.com

"The Silver Springs Mutual Water Company is an equal opportunity employer"