

**Job Title:** Water Line Tech I

**Department:** Water Operations

**Location:** Service Center

**Reports To:** Water Operations Manager

**Job Status:** Full-Time

**Pay Status:** Non-Exempt

**Job Grade:** 801

**Date Created / Updated:** 5/11/2022

### **Position Summary**

The Water Line Tech I performs tasks, under close supervision, requiring mechanical aptitude and physical labor to assist in the installation, maintenance, operation and repair of water distribution and wastewater collection infrastructure and operation of related tools and equipment. Assignments are limited in nature, require physical effort for extended periods, and performed in accordance with detailed instructions.

### **Essential Duties and Responsibilities.**

#### **ASSIST WITH:**

- Installation, maintenance, and repair of water/sewer mains and services, taps, fire hydrants, valves/stops, manholes, meter, pumps, motors, lift stations, and associated equipment and materials.
- Tapping of water and sewer pipes
- Smoke testing of manholes
- Televising sewer mains and sewer laterals
- Installation of manhole to manhole cured in place pipe (CIPP)
- Installation of instavalves and line stoppers into live water mains
- Water leak detection on mains and services
- Design and installation of traffic controls
- Restoration of sidewalks, roads, and landscape
- Reading meters

#### **ADDITIONAL RESPONSIBILITIES:**

- Become proficient in operating dump truck and other heavy equipment
- Ability to comprehend and follow written and verbal instructions
- Technical ability to use GIS and computerized maintenance management system (CMMS) to complete and track work orders
- Ability to learn use of robotic closed circuit camera system and robotic valve exercising equipment
- Demonstrate ability to perform tasks with detail and accuracy
- Understanding and strict adherence to NBU's safety policies and industry safety standards

#### **GENERAL RESPONSIBILITIES**

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents

- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: One Year or More

Other:

### Certification and Licensures Requirements

- Must obtain a Class 'A' Commercial Driver's License with Tanker Endorsement within nine month's of employment
- Hazardous Materials Endorsement required within six month's of age eligibility

### Other Minimum Qualifications

- Valid driver's license required. Driving record will be periodically reviewed as a condition of employment
- Must be able to learn to operate a dump truck and other heavy equipment
- Flexibility in work schedule including holidays, weekends, and after hours is required
- On call duty (24 hours per day, 7 days per week, for one week) will be required on a periodic basis
- Physical examination, background check, driving record review, and drug screening is required prior to receiving job offer
- Must reside within a thirty minute response time of the NBU Service Center as measured by an internet mapping tool

### Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Other Software Knowledge

CMMS, PipeTech (Nasco PACP/LACP/MACP coding software), Leak Detection Analyzing Equipment, MCare, Halogen, ADP, Telog (SCADA for lifts and manholes)

### Experience with Machines, Tools, Equipment and Other Work Aids

Gas detectors, Water flow testing equipment and software, Heavy Equipment, Cured in Place Pipe installation equipment, CCTV Camera equipment, Leak Detection Correlators, Leak Detection Data Loggers, Leak Detection Ground Mics, Lateral Reinstatement Robotic Equipment, Robotic valve exercising equipment, Combo-Units, Boring Equipment, Line Stopping Equipment, Pressurized Valve Installation Equipment, Pumps, Welding Equipment, Uni-Hoist, Smoke Testing and Vacuum Testing

## Physical Demands

### Standing: Constantly

- Making Presentations
- Observing Work Site
- Observing Work Duties
- Communication with Co-Workers

### Fine Dexterity: Frequently

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

### Walking: Constantly

- To Other Departments/Offices/Office Equipment
- Around Worksite

### Lifting: Constantly

- Supplies
- Equipment
- Files

### Carrying: Constantly

- Supplies
- Equipment
- Files

### Sitting: Occasionally

- Desk Work
- Meetings
- Driving

### Reaching: Constantly

- For Supplies
- For Files

### Handling: Frequently

- Paperwork
- Monies

### Kneeling: Constantly

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

### Pushing/Pulling: Constantly

- File Drawers
- Equipment
- Table and Chairs
- Hose

### Climbing: Constantly

- Stairs
- Ladder
- Step Stool
- Onto Equipment

### Vision: Constantly

- Reading
- Computer Screen
- Driving
- Observing Worksite

### Foot Controls: Constantly

- Driving
- Operating Heavy Equipment
- Dictaphone

### Balancing: Constantly

- On Ladder
- On Equipment
- On Step Stool

### Bending: Constantly

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

### Crouching: Constantly

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

### Crawling: Frequently

- Under Equipment
- Inside Attics/Pipes/Ditches

### Hearing: Constantly

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

### Twisting: Frequently

- From Computer to Telephone
- Getting Inside Vehicle

### Talking: Constantly

- Communication Via Telephone/Radio/To Co-Workers/Public

**Other**

Whole Body Vibration: Occasionally - Caused by operating heavy equipment

**Environmental Factors**

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Health and Safety Conditions**

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Other**

Click or tap here to enter text.

**Primary Work Environment: Outdoors/Field**

Other: Click or tap here to enter text.

## Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

## Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other: [Click or tap here to enter text.](#)

## Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date