

BOROUGH OF BELLEFONTE

POSITION DESCRIPTION

POSITION TITLE: Water Technician Specialist I
DEPARTMENT: Public Works – Water Department
REPORTS TO: Public Works - Superintendent
FLSA STATUS: Non-Exempt
CLASSIFICATION: 4 (Without Certifications) 5 (With Certifications)

Overall Objective of Job:

The objective is to work as a team to perform a wide-variety of tasks and in particular, to ensure the Borough's water and sewer lines are properly maintained providing the safest possible conditions for both the delivery of safe drinking water and disposal of sewer, to maintain and repair water lines, sanitary sewers, as well as supervise collection system inspection for the purpose of locating sources of inflow and infiltration.

Essential Functions of Job:

- Oversee the installation, maintenance and repair of water lines, sanitary sewer lines, including main and lateral lines;
- Must be able to read and interpret architectural drawings and prints;
- Establish lines and grades and estimate materials needed for maintaining and repairing water and sewer lines;
- Coordinate and schedule vehicle and equipment rentals for all projects;
- Act as liaison for general public at or around construction and installation sites;
- Coordinates yard restoration, landscaping and paving duties as performed by the Streets Department;
- Operate heavy machinery including but not limited to: backhoes, track loaders, skid-steer, jackhammers and track hoes;
- Occasionally assist in repairs or preventative maintenance on vehicles and machinery;
- Installation, maintenance, and repair of residential meters. Troubleshoot issues with residents and work in conjunction with residents' contractors. Maintain parts supply.
- Mark areas for water/sewer lines for PA 1 calls;
- Maintain and replace water pumps located at the pump houses or reservoir;
- Install and maintain Borough fire hydrants;
- Periodically check for water leaks throughout the Borough;
- Monitor and inspect pump houses daily for meter readings, maintaining a record of water usage, chlorine and fluoride tanks and replace as necessary;
- Other duties as assigned.

Supervision Received:

Public Works Superintendant, Assistant Superintendant; Team Leader

Supervision Given:

None

Working Conditions:

- Primarily an outdoor environment and exposure to varied elements of heat, cold, rain; and snow;
- Exposure to loud noise and vibration;
- Monday thru Friday 7:00 am to 3:00 pm

Essential Physical Demands:

- Ability to stand or walk for long periods of time;
- Ability to operate machinery for long periods of time;
- Stretching, bending or reaching required;
- Frequent climbing of ladders may be required;
- Occasional work in confined spaces;
- Lift a maximum of ninety (90) pounds.

Qualifications:

A. Education/Training:

- High school diploma or the equivalent required;
- Confined space training certification, air pack training and CPR training;
- Must obtain and maintain a valid Pennsylvania Class B Commercial Driver's License, with air brake endorsements;
- Must have achieved and maintain the State mandated, Department of Environmental Protection –Water Certification Class A and E with Subclass 8, 11, and 12 as issued by the State Board for Water and Wastewater Systems Operators.

B. Work Experience:

- No experience or up to five (5) years experience in Water Treatment/Distribution or equivalent.

Knowledge, Skills and Abilities Required:

- Basic knowledge of arithmetic;
- Basic knowledge of computers;
- Basic electrical knowledge helpful;
- Good verbal and written skills;
- Good interpersonal skills;

- Manual dexterity;
- Ability to understand and follow instructions;
- Ability to work independently with minimal supervision;
- Self-motivated.