



UTILITY TECHNICIAN

Job Description

Approved: Click DATE
Last Revised: Click DATE

I. IDENTIFYING INFORMATION

JOB TITLE:	Utility Technician/Lead Worker	WORK/PAY STATUS:	Full-time, Hourly
IMMEDIATE SUPERVISOR:	Utilities Manager	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	General Manager	PAY GRADE:	TBD
DEPARTMENT:	Utility Systems & Field Operations	WORK SCHEDULE:	M - F: 7 am – 5:30 pm
WORK LOCATIONS:	Shop, W/WW facilities, & many other work sites throughout the city		

II. PURPOSE STATEMENT

Performs technical, skilled and semi-skilled work to support the operation, maintenance, and repair of the Utility's various public utility systems including duties that require licensure/certification/verification, ongoing technical/specialized training, and a commercial driver license. The Utility's major systems and infrastructure include: electrical distribution and street lighting, natural gas delivery, water treatment & supply/distribution, wastewater collection & treatment. Operates a wide variety of tools/equipment/machinery. May assist Utilities Manager with the BPU's cable internet service. Participates, as an active partner, in the Utility's workplace safety and emergency response efforts. Serves on rotating on-call schedule and responds to any unscheduled and scheduled call backs.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	General Manager, Utilities Manager
Works closely with:	BPU office staff, City of Bagley public works staff, and Street Department.
Communicates with:	
<i>Internally:</i>	All other utility employees
<i>Externally:</i>	Suppliers/vendors, contractors, repair services, utility customers and city residents
Supervises:	None
Provides lead work direction to:	Co-workers (for assigned system only) and seasonal/temporary help (for any area)

IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

This is the senior level at which an incumbent possesses comprehensive knowledge about the position and the OMR of the Utility's various systems and their infrastructure with primary responsibility to serve as a lead worker for one particular system. The employee exercises greater responsibility for routine and some non-routine duties and tasks, determining work methods, sequence of tasks, and compliance with quality standards. At full performance the employee works with the highest degree of independence, initiative, & proficiency and, for assigned system, can provide training and direction to co-worker(s) in daily work tasks including review of work results to ensure standards are met. The employee also helps the utilities manager with tracking time spent and materials used on particular work activities. For assigned system, serves as primary contact person and lead employee for monitoring the system's status and any emergency response. Responsibilities may include Department of Transportation (DOT) covered functions, including operations, maintenance, or emergency response on the natural gas pipeline. In regard to water and wastewater, a fully-licensed individual can independently exercise direct operating responsibilities for either system & facilities and serve as the manager's primary back-up during absences.

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V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to the Utility's needs.

- 1. Keeps supervisor(s) informed of all noteworthy matters.**
- 2. Uses personal protective and other safety equipment, discussing safe work practices with co-worker(s), as appropriate, prior to performing work.**
- 3. Serves as lead worker in OMR of assigned system & infrastructure:**
 - Keeps informed about assigned system's operating status through regular inspections and checks of system components for inspectable items. Notifies supervisor immediately of any critical issue(s) observed or identified.
 - Fills out any required logs/records [of readings, measurements, & statistical data] and any other recordable activity per Utility policy and governmental regulations; fully participates in required external reporting and legal compliance, communicating with state and other agencies. Directs nonroutine items to supervisor.
 - Assumes direction of coworker(s) for approved works tasks and routine maintenance projects—determining work methods, sequence of tasks, and ensuring quality standards are met. Works with the utilities manager on special maintenance projects.
 - Initiates discussions of safe work practices and procedures, taking corrective action when needed. [Note: For the natural gas system: a qualified individual, must observe and direct any unqualified individual(s) in covered tasks. The qualified individual must also be able to recognize and react to any AOCs (Abnormal Operating Conditions) that may arise.]
 - Exercises leadership on troubleshooting and problem-solving for assigned system, readily seeking input from coworker(s) when appropriate.
 - Receives work orders from office staff and follows up through satisfactory completion, notifying supervisor of any outstanding concerns or issues. Turns in completed W/O to office staff.
 - Provides input on purchases, repair/replacement decisions, and other budgetary items; checks inventory of routinely-stocked parts and supplies/materials for assigned system, making purchases for re-stock as directed or according to policy for urgent/emergency needs. Notifies supervisor, when possible, of actions taken.
 - Works cooperatively with other lead workers/coworkers in tasks and activities performed for the Utility's other systems and the department's general (i.e. shared) duties.
 - Assumes leadership role in any emergency response for assigned system deferring to duly-authorized personnel in case of a declared emergency or disaster.
- 4. Process Control/Quality Control (Sampling, Testing, Analysis, & Process Control)***

*Some listed duties are specific to one Utility system

 - Uses known QA techniques and established performance criteria for the operations and maintenance of the natural gas delivery system including odorization checks, control room management, patrolling & continuing surveillance, damage prevention, corrosion monitoring & control, meter & valve maintenance, pipeline marker maintenance, monitoring/collecting/sampling (oils, fluids, & liquids), and leakage activities.
 - Promotes reliability and performance of electrical distribution system through patrolling & inspections, inspecting/testing/maintaining electrical equipment & devices, analyzing/determining presence of any adverse conditions, and taking appropriate corrective actions.
 - Operates a variety of equipment & machinery through active monitoring and adjustments made to valves, switches and other controls as well as pumps and filters for the proper control of various processes in particular utility system.
 - Checks and records chlorine and fluoride readings; adds chemicals as needed; and collects samples of treated water as required by MDH.
 - Collects samples of treated wastewater (at various stages) and wastewater effluent. Performs some in-house testing and sends for outside lab testing as required by MPCA.
 - Evaluates procedures and results, recommending appropriate changes to work methods for improved system and worker performance as well as possible safety improvements.

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V. ESSENTIAL FUNCTIONS (cont.)

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to the Utility's needs.

5. Equipment Operation, Care, & Maintenance

- Operates a variety of motorized vehicles and heavy & medium-sized equipment, performing operator-level checks on tools, equipment and machinery.
- Performs in-house shop repairs and services as approved by a supervisor and commensurate with employee's knowledge and skills.
- Performs regular and as-needed cleaning on tools, equipment, and machinery as well as operator-level services and repairs as approved by a supervisor.
- Notifies supervisor of unsafe/inoperable equipment and may help schedule outside repairs.

6. Other System and Functional Administration

- Assists in the maintenance of maps/drawings/schematics of public utility and assigned public works infrastructure.
- Works with contractors' personnel and oversees their work when directed by a supervisor.
- May respond to requests for general information from customers and city residents. Directs complaints and concerns, in a timely manner, to relevant manager (i.e. the General Manager, the Utilities Manager, or the Business Manager).
- Assists in the preparation and maintenance of department's electronic (i.e. computerized) and physical files/records.

7. Performs duties and tasks (including defined covered tasks for gas pipeline) in the operation, maintenance, and repair of other Utility systems, regularly and as assigned by a supervisor.

8. Maintenance of Public Works Infrastructure and Assigned Buildings & Grounds

- Maintains public street lighting system through the maintenance, repair, and replacement of equipment, hardware, and infrastructure as required.
- Maintains fire hydrants including making adjustments for proper operation, painting & repairing, as well as scheduled flushing and preparing for cold weather.
- Maintains assigned buildings and grounds including rights-of-way, landscape & green spaces.
- Coordinates work with City of Bagley public works staff, county employees, and other entities (e.g. the local REMC, City of Fosston staff, etc.) as appropriate.

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.

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VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ Utility and department policies & procedures as well as the Director's directives ▪ Utility's and Department's organizational structure, operations, programs and activities ▪ City's geography, business & residential areas, and infra- & super-structure ▪ applicable federal & state laws and city & county ordinances ▪ principles and practices in OMR of various public utilities and public works including construction ▪ OSHA-, PHMSA-, MNOPS-, & NESC-required safety standards and department's safety practices ▪ machines, tools, and equipment used in public utilities and public works ▪ basic first aid procedures ▪ general computer operations and typical software programs 	<ul style="list-style-type: none"> ▪ operating a Class C water treatment and supply system ▪ operating Class D wastewater treatment/stabilization ponds ▪ operating a variety of heavy equipment in diverse situations and circumstances ▪ using tools, equipment, & machinery to perform work tasks with effectiveness and efficiency ▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures ▪ using an appropriate degree of patience and tact in customer service situations ▪ using shop tools and equipment including welder ▪ use of mathematical calculations including addition, subtraction, multiplication, and division ▪ apply formulas to estimate or calculate flow rates and volumes 	<ul style="list-style-type: none"> ▪ attend employer-required training and satisfy learning objectives ▪ work independently and perform duties with consistency and uniformity ▪ handle not public data and other sensitive information IAW state statute and Utility/department policy ▪ continually improve personal knowledge base through OJT and informal training ▪ work beyond normal works hours as well as evenings, weekends and holidays ▪ cope with the mental stress and physical demands of the position including emergency situations ▪ communicate with city residents as well as contractors/consultants and suppliers/vendors ▪ lift, carry or move/manipulate objects: up to 50 pounds (regularly), up to 75 pounds (frequently), & up to 100 pounds (occasionally) ▪ lift, carry or move heavier objects with assistance

VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Motorized (gasoline and other powered) vehicles and equipment (pickup, dump truck, plow truck, tractors & front-end/pay loader?, bucket/boom truck, digger derrick?, mowers, bobcat/skidsteer, sewer jetter & vac trucks), steaming equipment, manhole entry equipment, jack hammer, shop tools and equipment including plasma cutter?, hydraulic pinch-offs, torch and welding equipment, generators, pumps, cable locator and locating tools, weed trimmers/whips, blowers, brush cutter/wood chipper/chainsaws, water/wastewater/gas sampling and testing equipment, high and low voltage testers, high and low voltage hypot/thumping machines?, high voltage switch, hot sticks, power and hand crimpers & cutters, pike poles, gas and electric vacuums, air compressors, various power and manual tools appropriate for power line & gas pipeline work, and cell phone.

Personal protective equipment, depending on the work area, can include all items required by OSHA, PHMSA/MNOPS, NESC, as summarized in APPA's Safety Manual; and other items as dictated by Utility policy or directed by either BPU manager AND can include: adequate work clothing, including outerwear and reflective apparel; OSHA-approved steel-toe or other safety footwear (boots preferred); safety glasses/lenses & face shield (if required); hearing protection; respirator/respiratory protection; gloves; hard hat; and other PPE as needed.

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IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

1. High school diploma or equivalent.
2. Licensure/certification¹ that pertains to the assigned system for which the finalist is hired or to which an employee is promoted. (Note: This is known as the employee's 1st or primary license/certification.)
3. Three or more years of experience in primary area for which considered.
4. Valid Minnesota Class A commercial driver's license.

¹Licensure/certification include: Class D Water and Class D Wastewater Operator's Certificates, Certification as "Journey Line Worker" status, Certification as a Qualified Individual through a federal- and state-compliant OQ program; or ability to obtain within employer's time-frame.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- ❖ Experience performing lead worker duties such as assigning/prioritizing work, determining work methods, reviewing work results, instructing coworkers, and promoting safe work practices.
- ❖ Additional licensure/certifications directly related to the Utility's systems or closely-related functional areas in the public infrastructure and infrastructure construction fields.
- ❖ Greater full-time experience in primary area including primary or significant responsibility for external/internal reporting, record keeping, and other administrative activities.
- ❖ Experience operating heavy equipment including including for snow plowing & removal.
- ❖ Experience operating various machines, tools and equipment including those with gas-powered engines.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment as the work is currently performed by incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Operates many types of equipment and vehicles (with & without cabs). Work is regularly performed outdoors in all kinds of weather, in the maintenance shop, and in/around other buildings & facilities. Uses fine and large motor skills and movement. Coordinates hand/eye/feet to operate many tools, machines, and pieces of equipment. Uses balance while negotiating stairs/steps/ladders and working at heights including using a bucket/boom truck. Enters and works in confined spaces. Ability to exert moderate to considerable physical effort when lifting, pushing/pulling, and moving objects. Can lift/carry/move objects weighing: 50 pounds (regularly), 75 pounds (frequently) and up to 100 pounds (occasionally)—preferably using assistive devices or team lifting when feasible. Uses all types of vision (far/near/peripheral/ depth/color/night), and senses of smell, touch, and hearing during regular work tasks and when making lockout/tagout decisions. Depending on seasonal work activities, construction projects, and weather & other events works outside normal hours including evenings/nights/weekends. Must be able to respond, in-person, to urgent and emergency situations following Utility policy. As scheduled or directed by Supervisor, performs plant duties and other checks during weekends.

Work environment includes working around moderate to loud noises, fumes, and chemicals. Must be able to read, understand and follow Safety Data Sheets (SDS) and take appropriate steps to properly use, store, and dispose of hazardous materials. Can be exposed to blood, bodily fluids, and infectious diseases. Ability to follow established protocols and supervisory direction in emergencies.

**SUBJECT TO DRUG AND ALCOHOL TESTING, UNDER APPLICABLE LAWS & REGULATIONS,
AS A COVERED PIPELINE EMPLOYEE AND ONE WHO PERFORMS IN A SAFETY-SENSITIVE POSITION.**

Data Practices Notice for Utility Employees with Restricted Access/Use Privileges*

*Refer to Employee Acknowledgement Form for full notice.

You are expected to access and use privileged data only when necessary in the course of your duties and to do so in full compliance with the Utility's policies/procedures and state law.