



## Envirolink, Inc.

### POSITION DESCRIPTION

#### Service Technician I

<b>DATE:</b>	January 22, 2014
<b>POSITION TITLE</b>	<b>Service Technician I</b>
<b>GRADE LEVEL</b>	025
<b>To be evaluated By Officer</b>	The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check.
<b>REPORTS TO</b>	Leader or Senior Leader

#### **Position Profile:**

The Team Member assigned to this position are responsible for providing municipal services such as leaf and limb pickup, grass mowing, white good pickup, and the maintenance and operation of transmission and distribution systems and equipment. Incumbents of this position perform routine to complex technical and administrative assignments including analyzing and evaluating issues related to main lines, valves, service lines, and hydrants; and do other work as required.

#### **PRIMARY RESPONSIBILITIES:**

- Responsible for maintaining an open, collaborative, team oriented work environment with Peers, Leaders, Management, and team members;
- Responsible for personal development with an emphasis on the development of character, personal development, ability to obtain results, interpersonal skills, and ability to lead change;
- Knowledge of the operation of water distribution, wastewater collection or cross connection control programs;
- Take direction and work under supervision for activities related the operation and maintenance of public works and utility activities such as jetting, CCTV operation, leaf & limb pickup, grass mowing, and other municipal services;
- Executes corrective maintenance activities associated with the water distribution system, wastewater collection facilities and public works services;
- Executes preventive maintenance activities for various water and wastewater facilities;
- Installs, repairs and replaces water mains, water services, water meters, fire hydrants, backflow devices, sewer lines, laterals cleanouts, manholes collection lines and other related water and wastewater system assets;
- Operates, maintains a CCTV unit for video recording of sewer line inspections for pipe footage, conditions, infiltration rates, manhole locations and GPS identification;
- Performs skilled maintenance and cleaning of sewer lines with use of jetting equipment and maintains accurate logs of work completed;
- Cleans, repairs, and raises manholes while entering confined spaces using gas monitor, air pump, or self contained breathing apparatus;



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- Performs daily visual and technical inspections of equipment and maintains service and preventative maintenance records;
- Ensures the procurement process is followed for the utilization of and adherence to all current applicable corporate policies and procedures. Ensures all items meet standards;
- Operates vacuum equipment and truck;
- Performs traffic control activities, including but not limited to flagging, set up cones, barrels, and/or message boards;
- General building maintenance activities;
- Performs Right-of-Way maintenance and clearing with use of heavy mowers, bush hogs or hand tools;
- Maintains neat, clean and professional personal hygiene;
- Ability to document all parts usage and request within company procurement process. Perform vehicle audits of parts;
- Develops a working knowledge and understanding of safety practices for all materials used in water and wastewater system operations including the handling of liquid and gaseous chemicals;
- Respond quickly and accurately to service requests and ensures all service orders are returned in a timely manner;
- Ensures all documentation of paperwork, GPS, needed repairs are returned to appropriate Team Member;
- May operate heavy machinery including dump truck, Vector truck excavator, dozer and/or back hoe as well as other related equipment in performing skilled and semiskilled duties for water and wastewater system maintenance;
- Responds to water quality, water pressure, odor, sewer backup and other customer inquiries;
- Communicates, both orally and written, with local officials, company leaders, company managers and team members, customers, and others;
- Performs daily activities in order to best meet service objectives, regulatory requirements and company goals;
- Responsible for executing service orders and projects on time and on budget;
- Attends safety meetings and communicates safety issues to mentor and/or office team;
- Attend quarterly meetings with your supervisor to discuss opportunities, challenges, areas for improvement, and progress towards performance goals and development plan;
- Document on a company approved time sheet, daily activities in accordance with established company accounting procedures, using company approved account codes;
- Develops and maintains an effective team relations;
- Provide documentation of field activities through the work order system;
- Ensure the proper maintenance of company owned equipment;



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- Ensure accurate and timely documentation of inventory purchases and uses for financial purposes;
- Properly operate, maintain and repair company owned equipment and tools;
- Responsible for preparation of complete and thorough documentation of activities through work orders. Includes documenting equipment, labor hours, parts and materials;
- Attend community functions, participate with community service organizations and interface with client officials;
- Responsible for updates to the Electronic Asset Management program;
- Provide on-call duty as necessary;
- Participate in company meetings;
- Participate in activities of various professional organizations, and attend seminars and training courses when necessary to maintain technical competency;
- Participate on company committees and programs, as required;
- Act as liaison between Company and regulatory officials, clients and customers
- Responsible for Department of Transportation vehicle maintenance inspections;
- Available for duty 24 hrs a day, 365 days per year;
- Performs miscellaneous job-related duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work as a value added team member and to collaborate with other towards a common goal or vision;
- Knowledge of industry standards and best practices;
- Knowledge of water distribution and wastewater collection operation and maintenance principals and best practices;
- Ability to use appropriate tools and diagnostic equipment to repair, install, replace, and test electrical circuits, equipment and appliances;
- Ability to diagnose and repair water distribution, wastewater collection and customer oriented issues;
- Ability to use hand and power tools applicable to trade;
- Ability to operate heavy equipment such as rubber tire backhoe, trackhoe, bulldozer, loader, etc.
- Ability to read commercial blueprints;
- Ability to read, understand, follow, and enforce safety procedures;

#### **MINIMUM POSITION QUALIFICATIONS:**

- High school diploma or GED;
- At least 1 years of experience that is directly related to water & wastewater maintenance activities;
- Good communication skills required including demonstrated fluency with reading, writing and speaking the English language;
- Basic math skills;



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- Ability to work in a computer centric environment;
- Knowledge of basic software systems such as Microsoft Excel and Word;
- Must possess and maintain a valid State Driver's License;
- Commercial Driver's License endorsement or ability to obtain within one(1) year;
- Lock out-Tag out Training and Certification Preferred;
- Confined Space Entry Training and Certification Preferred;
- US Citizen. E-verification required;
- No felonies or major misdemeanors;
- Envirolink, Inc. is a drug-free work place. Initial and random drug testing is required.
- Successful candidate must submit to post offer, pre-employment physical examination/medical history check;
- Must pass a pre-employment criminal background check;
- CPR and First Aid certification must be obtained within 12 months of date of hire. Successful candidate must submit to post offer, pre-employment physical examination/medical history check;

May include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions.

#### Acknowledgement of Receipt of Job Description

I acknowledge receipt of the job description pertaining to **my** specific job. I read and understand the requirements of this position and acknowledge I am able to perform/meet all the essential job functions with or without reasonable accommodations.

This job description does not constitute an employment agreement between the Envirolink and team member, and is subject to change as the needs of the employer and requirements of the job change.

<b>Print Name</b>	
<b>Signature</b>	
<b>Date</b>	