



Envirolink, Inc.
POSITION DESCRIPTION
Service Technician II

Position Profile:

The Team Member assigned to this position is responsible for operating and maintaining wastewater facilities and community well systems. 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;
- Knowledge of the operation of water treatment/distribution, wastewater treatment/collection or cross connection control programs;
- Take direction and work unsupervised on activities related the operation and maintenance of utility activities;
- Coordinates with office team members on the preparation of reports that may include but not limited to: eDMR, NDAR, NDMR, MOR, etc.;
- Executes corrective and preventive maintenance activities associated with the water distribution system, wastewater collection facilities, including valves, service lines, hydrants, pumps, reservoirs, motor control centers, automatic control valves, cleanouts, lift stations, pressure and chemical booster stations;
- Ensures completion of work assignments within specified deadlines, without delays;
- Notify supervisor or other team members, as appropriate, of activities that result in interruption of customer service, non-compliance with state or company policies/procedures, accidents, safety issues, major equipment failures/repairs, sanitary sewer overflows, water quality or availability issues and necessary corrective actions;
- Coordinates the completion of daily work assignments, ensuring activities are performed in compliance with all Envirolink, Federal and state safety regulations and procedures;
- Analyzes and evaluates pump equipment, trouble-shooting malfunctions, and monitoring of water/wastewater operations;
- Notifies Supervisor/customers of scheduled and emergency outages;
- Develops knowledge of system operations, control settings, and plant/system operations;
- Reads and interprets technical and operational documents, manuals, blueprints, and diagrams;
- Accountable for technical problem solving;
- Communicates, both orally and written, with local officials, company management and team, customers, and others;
- Responsible for the proper execution of service orders, work orders, and projects on time and on budget;



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- Responsible for executing work assignments in compliance with OSHA, DOL, DWR, and ensuring a safe and drug free work place;
- Effectively follow the leadership provided by your supervisor;
- Provide on-call duty;
- Participate in company meeting;
- Participate in activities of various professional organizations, and attend seminars and training courses when necessary to maintain technical competency;
- Maintains and repairs water supply, water treatment, wastewater treatment, and wastewater collection equipment;
- Ensure the proper maintenance of company owned equipment;
- Ensure accurate and timely documentation of inventory purchases and uses for financial purposes;
- Properly operate, maintain and repair company owned equipment and tools;

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of industry standards and best practices;
- Knowledge of water distribution and wastewater collection operation and maintenance principals and best practices;
- Ability to use hand and power tools applicable to trade;
- Ability to read, understand, and follow safety procedures;
- Ability to foster an attitude of cooperation with other Envirolink team members and Divisions;
- Attitude of going the extra mile and attention to detail with focus on effective and efficient use of company and/or client resources;
- Technical competence in area of responsibility;
- Effective listener;
- Ability to effectively prioritize multiple assignments or objectives;
- Competent coordinator (able to organize a team of resources to meet multiple deadlines);
- Sound MS Office and computer skills;
- Ability to identify root causes;
- Ability to network with resources necessary to remove barriers;

MINIMUM POSITION QUALIFICATIONS:

- High school diploma or equivalent;
- Three (3) years of progressively responsible experience in utility maintenance or public works service preferred.
- Possession of one or more licenses of Grade II Wastewater, C-Well;
- Good communication skills required;
- Basic math skills;
- Must possess and maintain a valid State Driver's License;
- US Citizen. E-Verification required;



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- 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;

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.