

# YAKIMA COUNTY, WASHINGTON

## CLASS SPECIFICATION

### CLASS TITLE: Utilities Maintenance Technician IV

<b>BAND:</b> C	<b>GRADE:</b> 4	<b>SUBGRADE:</b> 4	<b>CLASS CODE:</b> ??-????
<b>DEPARTMENT:</b> Public Services - Utilities	<b>ACCOUNTABLE TO:</b> Utilities Manager – Utilities	<b>JOB FAMILY:</b> Utilities	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b> The Utility Maintenance Technician IV performs a variety of supervisory duties related to overseeing the daily operations and maintenance of County owned water and wastewater systems, and supervision of assigned journey level staff. This position will also perform a variety of complex technical and non-technical support activities related to the operation, maintenance and construction of County-owned water and wastewater systems.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Utilities Maintenance Technician IV is one of a level classification series. It is distinguished from the Utilities Maintenance Technician III in the fact the position has full supervisory authority over utilities maintenance staff. The Utilities Maintenance Technician IV class is distinguished from the Utilities Manager class by the journey level work that is performed. The Utilities Manager class has responsibility for all aspects of Utilities division programs and projects. The Utilities Maintenance Technician IV class functions as the first line supervisor and assigns work to subordinates.			
<b>DUTY NO:</b>	<b>ESSENTIAL DUTIES:</b> These duties are a representative sample: (position assignments may vary)		
1.	Supervises maintenance staff; prioritizes, assigns and monitors work; evaluates performance; recommends and implements decisions regarding employee selection and discipline; ensures resources are available for maintenance and operations of Utilities maintenance staff.		
2.	Plans, administers, coordinates, and evaluates utility maintenance activities and emergency repair crew activities, equipment and materials; instructs those involved in proper procedures. Analyzes workload. Serves on standby duty as needed and on a rotational basis.		
3.	Responds to inquiries and complaints requiring a supervisor's attention. Receives, coordinates/schedules and responds to call-out requests; serves on call-out rotation as needed. Meets with citizens regarding complaints, make decisions and resolve problems independently within County and department policies and guidelines.		
4.	Prepares complex reports and documents such as contracts, professional service agreements, project reports, and bid documents. Gathers, compiles and analyzes complex data. Determines the need for specialized materials, equipment or services. Recommends actions based on findings.		
5.	Develops, interprets, implements and ensures compliance with departmental and county policies and procedures. Develops and implements Maintenance Activity Guidelines and Department and County policies. Makes recommendations for adjustment to County and Department policies.		
6.	Obtains quotes, estimates and prices; develops bid specifications; solicits and evaluates bids; procures materials, supplies and services.		
7.	Other duties as assigned.		

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### **Knowledge** (Position requirements at entry):

**Knowledge of:** Water and wastewater laboratory procedures and related safety precautions; Local, state and federal regulations related to water or wastewater facility operations; Basic mechanical and grounds maintenance techniques and concepts; Water and wastewater treatment machinery, equipment and instruments; non-filtration and filtration techniques; Nature of chemicals and compounds used in water systems; Customer service techniques. Leadership and supervisory theories, practices and principles.

### **Skills** (Position requirements at entry):

**Skill in:** Performing maintenance and repair on mechanical equipment; Reading and interpreting plans and specifications; Collecting wastewater and compliance samples; Reading and recording information from gauges and meters; Completing compliance reports; Constructing and repairing piping, valves, water mains, fire hydrants and flow meters; Using power and hand tools; Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public; Communication both oral and written, sufficient to exchange or convey information and to receive work direction. Assigning and monitoring and evaluating the work of others; Coordinating work unit activities; Handling multiple tasks; Resolving complex problems; Applying customer service techniques; Developing, implementing and enforcing office/departmental policies and procedures; Preparing technical reports; Performing basic mathematical calculations; Using office equipment such as phones, copiers, calculators; Establish and maintaining effective interpersonal relationships at all organizational levels and with the public.

### **Training and Experience** (position requirements at entry):

Associates degree in Engineering Technology or related field and five years of related experience in water field and/or wastewater field; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

### **Licensing Requirements:**

#### *Certifications:*

- Current Water Distribution Manager II OR Current Wastewater Treatment Plant Operator II
- Current Certification as a Cross Connection Control Specialist

AND

- WA state driver's license at time of appointment. Driving record background checks will be required before hire.
- Successful completion of general employment verification.

### **Working Conditions:** Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, extreme temperatures, moving/mechanical parts, pathogen exposure, vibration, travel, work in locked down facilities, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations.

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Heavy Work: Exerting up to or in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Work is performed out in the field and office.

### **Classification History:**

Created: 2/23