



City of Phoenix UTILITY TECHNICIAN TRAINEE (Non-classified)

JOB CODE 53000

Effective Date: 1/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to learn the skills required to perform water service repairs/activities in the water distribution system or wastewater service repairs/activities in the wastewater collection system by participating in City education and training programs as well as in on-the-job training. Incumbents assist with a variety of tasks involved in the maintenance, installation, and repair the water distribution system's water mains, service connections, fire hydrants and valves. Wastewater Collection incumbents assist with a variety of tasks involved in the maintenance, repair, and inspection of the wastewater collection system's gravity mains, force mains, manholes, pumps, and metering stations. Trainees receive guidance and direction from a Senior Utility Technician, under the general supervision of a Utility Foreman. Assigned duties increase in scope and difficulty as the Utility Technician Trainee demonstrates the ability to perform such duties. Performance is evaluated after each segment of the 12-month structured training program. Successful completion of either the Water Distribution Divisions training program or the Wastewater Collection Divisions training program will result in appointment to the Utility Technician classification within the specified division.

ESSENTIAL FUNCTIONS:

- Learns and then performs with increasing independence Utility Technician Trainee duties;
- Learns and practices trench safety regulations, hard hat, and vest policies;
- Learns job-related material primarily through oral instruction and observation in an on-the-job training setting;
- Learns how to read and interpret quarter section maps, as-builts, graphs, and other maps and documents;
- Uses common hand tools, such as hammers, saws, screw drivers, or similar tools;
- Moves heavy objects (50 pounds or more) long distances (more than 20 feet);
- Reads, comprehends, and interprets written material in the English language such as operation manuals and Material Safety Data Sheets;
- Travels across rough, uneven, or rocky surfaces at excavation sites;



City of Phoenix

- Sets up and removes barricades and other warning devices to channel traffic around construction areas or other hazards;
- Coordinates the movement of more than one limb simultaneously to operate a jack hammer or repair pipes;
- Operates mobile equipment such as dump trucks, crew trucks, small trenching machines, and small tractor-mounted dozers in support of installation and repair work;
- Operates power driven machinery such as jack hammers, tampers, or other similarly sized equipment;
- Places warehouse orders to replenish truck and work inventory materials; Cleans work area after completing job assignments;
- Notifies customers of necessity for interruptions of water service;
- Opens and closes main valves, manually or with a valve operating machine, for water main extensions or repairs;
- Measures distance using a tape measure or other measuring device;
- Observes or monitors objects to determine compliance with prescribed operating or safety standards;
- Works safely without presenting a direct threat to self or others;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Water Distribution:

- Learns methods and techniques of the water distribution systems repair, maintenance and installation, and performs Utility Technician duties with increasing independence;
- Develops skills in the use of tools and equipment used in the installation, maintenance, and repair of the water distribution system;
- Places sheeting to shore trenches as needed;
- Locates valves and water meters using quarter section maps or electronic detectors;
- Installs, maintains, and repairs water mains, water service connections, fire hydrants, and valves;
- Cuts, taps, and threads water pipe and makes copper, plastic or other joint connections;
- Raises, lowers or relocates water mains, water meters, valves, and fire hydrants to allow clearance for other utilities or improvements;
- Sets meter boxes and water meters and records meter reading and other required meter identification information.

Wastewater Collection:



City of Phoenix

- Learns the methods and techniques of the wastewater collection systems repair, installation, routine maintenance, cleaning and inspection, and performs Utility Technician duties with increasing independence;
- Inspects sewer lines and conducts TV inspections;
- Operates equipment such as backhoes, rodders, vacuum trucks, pumps, and TV equipment;
- Places sheeting to shore trenches as needed;
- Cuts pipe and performs other tasks related to sewer main repair, replacement and extension;
- Makes sewer tap connections;
- Repairs/constructs manholes and lays bricks;
- Moves debris, dirt or other material from one place to another.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Equipment and machinery mechanics.

Ability to:

- Develop skill in the use of tools and equipment used in the installation, maintenance, and repair of the water distribution system or wastewater collection system.
- Follow oral instructions and read, comprehend, and interpret written material in the English language such as operation manuals and Material Safety Data Sheets.
- Work cooperatively with other City employees.
- Work in small, cramped spaces, such as trenches, to repair water mains or service connections or work with raw sewage and chemicals in the collection system using only normal protective equipment.
- Comply with confined space entry procedures.
- Work in a variety of weather conditions with exposure to the elements.
- Measure distance using a tape measure or other electronic measuring devices.
- Learn methods and techniques of water distribution system or wastewater collection system repair, maintenance, installation, and inspection.
- Learn and practice trench safety regulations.
- Learn job-related material primarily through oral instruction and observation in an on-the-job training setting.
- Use common hand tools, such as hammers, saws, screw drivers or similar tools.
- Move heavy objects (50 pounds or more) short distances (20 feet or less).
- Read electronic and non-electronic maps and documents such as quarter sections maps, as-builts, and other documents.



City of Phoenix

- Coordinate the movement of more than one limb simultaneously.
- Travel across rough, uneven, or rocky surfaces.
- Observe or monitor objects to determine compliance with prescribed operating or safety standards.
- Set up or remove barricades, traffic cones, or similar objects.
- Climb ladders to enter or exit manholes or trenches.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Possession of an Arizona Department of Environmental Quality Grade 1 certification in Water Distribution or Wastewater Collection **within 12 months of hire**. Appropriate certification must be maintained as a condition of employment in this job classification.
- Possession of a class A Commercial Driver License Instructional Permit at the time of hire, and possession of a class A Commercial Driver License after 12 months in the classification.
- This classification requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- In addition, individuals are required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license.
- Pre-employment drug testing is required, and employees will be subject to unannounced alcohol and drug testing as a condition of continued employment.
- Some positions will require the performance of other essential functions depending upon work location or assignment.

ACCEPTABLE EXPERIENCE AND TRAINING:

Demonstrated ability to do mechanical work as shown by prior experience and training or through examination. Other combinations of experience and education that meets the minimum requirements may be substituted.