



City of Phoenix

Utility Technician Trainee(NC)

Job Code:	53000	Job Function:	Utility Services
Salary Plan:	004	Grade:	214
FLSA:	Nonexempt	Labor Assign:	Unit 2 AFSCME 2384
Benefit Cat:	002	EEO-4:	Service Maintenance
SOC:	47-3015.00	Last Revision:	February 2022

The listing of duties and responsibilities shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the essential functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to learn the semi-skilled work in the operation and maintenance of distribution systems and wastewater collection equipment and infrastructure. Learns to maintain, monitor, install, and/or repair the City's water distribution system, service lines, valves, and fire hydrants; and the maintenance, inspection, and repair of the City's wastewater collection system gravity mains, force mains, manholes, and lift stations. Performance is evaluated after each segment of the structured training program. Successful completion of either the Water Distribution or Wastewater Collection divisions training program will result in appointment to the Utility Technician classification with in the specified division.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Senior Utility Technician, or other supervisor.

ESSENTIAL FUNCTIONS:

- Assists in the installation, maintenance, replacement, and repair of water mains, water service connections, fire hydrants, valves, and related appurtenances
- Notifies customers of water service interruptions per Water Services policies and procedures
- Learns to operate, inspect, and maintain water distribution infrastructure; logs daily records; interprets readings from meters, gauges, charts, and instruments; and detects mechanical or process deficiencies and communicates findings to the supervisor
- Learns the techniques to perform the maintenance, inspection, and repair of wastewater collection assets and proficiently utilize specialized equipment such as sectional rodders, combination jet hydro-vacs, TV equipment, backhoes, and pumping equipment
- Learns the routine and emergency operational, maintenance, construction, and repair functions of infrastructure or equipment utilized in the water distribution and wastewater collection division
- Learns the industry and City safety standards, policies, practices, and procedures, in accordance with government standards such as AZ811, OSHA, and MAG
- Maintains regular and reliable attendance
- Delivers outstanding customer service
- Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments
- Informs immediate supervisor of daily operations, important developments, and work activities



City of Phoenix

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Equipment and machinery mechanics
- General math calculations such as addition, subtraction, multiplication, division, and percentages

Ability to:

- Work cooperatively with other City employees
- Work in extreme weather conditions: heat, thunderstorms, high winds, humidity, sudden temperature changes
- Move heavy objects (50 pounds or more) short distances (20 feet or less)
- Work in confined areas such as manholes and trenches around potable water and raw sewage
- Read and interpret GIS utility maps in various formats

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 Arizona Department of Environmental Quality certification must be maintained as a condition of employment in this job classification
- Possession of a Class A Commercial Driver License Instructional Permit within 6 months of hire, and possession of a Class A Commercial Driver License within 12 months of hire
- 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
- Pre-employment drug testing is required, and employees will be subject to unannounced alcohol and drug testing as a condition of continued employment

ACCEPTABLE EXPERIENCE AND TRAINING:

Demonstrated ability to perform water or wastewater utility work, as shown by prior experience and training or through examination

Other combinations of experience and education that meet the minimum qualifications may be substituted