



City of Phoenix

Utility Specialty Technician

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| Job Code: | 53020 | Job Function: | Utility Services |
| Salary Plan: | 004 | Grade: | 215 |
| FLSA: | Nonexempt | Labor Assign: | Unit 2 AFSCME 2384 |
| Benefit Cat: | 002 | EEO-4: | Service Maintenance |
| SOC: | 47-2151.00 | Last Revision: | August 2021 |

This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. 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. 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 perform specialized work within the water distribution system or the wastewater collection system. The various activities require a thorough understanding of the water distribution and/or wastewater collection system. Some incumbents may be required to possess and become proficient in one or more of the functional areas to effectively perform a variety of job tasks. This classification is differentiated from the Utility Technician by the performance of specialized work. The various activities require a thorough understanding of the water distribution and/or wastewater collection system as well as a working knowledge and understanding of safety rules and regulations.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Utility Crew Chief or other supervisor

Incumbents in this classification may act as lead technicians on a crew

ESSENTIAL FUNCTIONS:

- Performs semi-skilled and skilled work in the routine and emergency operational, maintenance, construction, and repair functions of infrastructure or equipment utilized in the water distribution
- Inspects and tests valves; determines water flow direction and performs required main shutdown procedures; shuts down and restores water service; Opens and closes main valves, either manually or with the use of a hydraulic valve-machine
- Assists in the shutdown of water mains for contractors, and engineers, or in emergencies
- Exercises and maintains water system valves
- Safely and skillfully operates a backhoe, front-end loader ranging from 3/4 cubic yards to 4 cubic yards, termite, or other related construction equipment
- Locates valves by use of GIS, specialized equipment or gather GPS location data for each valve; works from as built, maps, sketches, and other diagrams to locate valves; enters data into handheld controllers for the automatic operator systems
- Marks curbs or other landmarks for identifying location of water mains and valves
- Repairs and maintains fire hydrants; flushes hydrants and wash-out valves as instructed
- Inspects and maintains air and vacuum relief valves, blow offs, manual air release valves, and other distribution system devices
- Performs water quality flushing utilizing several methods as conventional, unit directional or dead-end main flushing
- Notifies SCADA operations in cases of large main shutdowns



City of Phoenix

- Provides traffic control; prepares barricade plans and sets up and removes barricades to protect crews from street traffic
- Perform large wet taps utilizing hydraulic cutting machine
- Perform leak detection on Distribution infrastructure utilizing specialized acoustic monitoring devices
- Performs fire flow tests and records the data in the SAMS system
- Operates compressors, valve machines, jackhammers and a wide variety of other hand, hydraulic and power equipment; checks condition of equipment; cleans and maintains tools and equipment used in the field and shops
- Inputs valve operation or maintenance data into specialized application or program; documents work performed in work order packets; writes up weekly report for recordkeeping
- Notifies customers of water service interruptions in accordance with Water Services policies and procedures. Responds to questions and complaints from the public regarding repair work and main shutdowns
- Provides feedback for the development, implementation, and revision of operational and safety policies and ensure they are being followed
- Accurately identify, locate, and mark City of Phoenix water, wastewater, and reclaimed infrastructure in compliance with Arizona Blue Stake Law
- Adheres to industry and City safety standards, policies, practices, and procedures, in accordance with government standards such as AZ811, OSHA, and MAG
- May be assigned to assist another crew in an emergency and is subject to 24-hour availability
- May assist with training new employees
- Maintains regular and reliable attendance
- Delivers outstanding customer service
- Establishes and maintains open communication with all internal and external customers including co-workers, contractors, residents, and other City employees
- Informs immediate supervisor of daily operations, important developments, and work activities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic principles of water hydraulics including general knowledge of water distribution and wastewater collection systems
- Hazards inherent to water or wastewater maintenance work and safety measures to be observed including confined space entry procedures, trench safety regulations, personal protective equipment policies, and other safety issues inherent in the work
- Work order and asset management system
- The operation of assigned equipment
- Potable and reclaimed water distribution systems and valve functions and operations
- Methods and techniques of locating, testing, and inspecting valves
- Operational characteristics of hand and power tools used in assigned maintenance areas
- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, and staff
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed

Ability to:

- Perform skilled tasks in the installation, removal, and/or maintenance of the water distribution system.



City of Phoenix

- Operate the tools, equipment, and vehicles/trucks common in the maintenance of the water industry
- Read maps, manuals, and work orders
- Use independent judgment and exercise initiative in daily work activities
- Work cooperatively with other City employees Treat others with respect
- Complete work orders, time sheets, notes, and all associated attachments
- Work in extreme weather conditions such as extreme heat, thunderstorms, high winds, humidity, sudden temperature changes
- Walk for prolonged periods of time and travel across rough, uneven, or rocky surfaces, working in small, cramped spaces and use of a variety of hand tools and electronic devices

Additional Requirements:

- Incumbents in Blue Stake operations must possess an Arizona Department of Environmental Quality (ADEQ) Grade 1 certification in either Water Distribution OR Wastewater Collection at time of application
- Incumbents in Blue Stake operations must possess both ADEQ Grade I certifications in Water Distribution AND Wastewater Collection by the end of probation
- Incumbents assigned to Water Distribution are required to possess an Arizona Department of Environmental Quality Grade I certification in Water Distribution at time of application and obtain an Arizona Department of Environmental Quality Grade II certification by the end of probation
- Incumbents assigned to Wastewater Collection are required to possess an Arizona Department of Environmental Quality Grade I certification in Wastewater Collection at time of application and obtain an Arizona Department of Environmental Quality Grade II certification by the end of probation
- Appropriate certification must be maintained as a condition of employment in this job 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 is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage
- Some positions may be required to possess a commercial driver's license (CDL) and therefore, will require the employee to pass an Arizona Department of Transportation physical exam to obtain the appropriate CDL
- 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:

- One year of experience performing duties involving the installation, maintenance, repair, testing, monitoring, and/or utility locating activities for the water distribution system or wastewater collection system
- Dependent on the specialty/operational area of assignment and the complexity of the tasks, this classification requires an additional one year of experience performing job duties specifically related to one or more of the specialty areas that demonstrate a greater accountability and increased knowledge of the water distribution and/or wastewater collection system
- For certain positions in Wastewater Collection, the required two years of experience must be operating commercial equipment over two tons, six months of which must be operating a backhoe, front-end loader ranging from 3/4 cubic yards to 4 cubic yards, termite, or other related construction equipment
- Other combinations of experience and education that meet the minimum requirements may be substituted