



City of Milford
Water & Wastewater Technician
Pay Grade: G05

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Approved water sampling tester certificate preferred, water operator license preferred, 4 years of experience in the field of residential electric and water metering in maintenance and testing. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) or required after 6 months of hiring. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history. Safety sensitive positions may be subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Water Plant & Wastewater Pump Stations Operations Supervisor

Supervisory Responsibility: None

Primary Work Location: Water plant and wastewater pump stations, in/around the city with possible exposure to extreme environments, with reporting, office duties and meetings at the Public Works facility.

Job Summary: Performs water and wastewater activities. Performs skilled and technical work, under the direction of the Water Plant & Wastewater Pump Stations Operations Supervisor involving meter reading and testing, installation and maintenance of residential and commercial meters.

The Water & Wastewater Technician shall utilize sound judgment and acceptable performance levels. The Water & Wastewater Technician shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Water & Wastewater Technician shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

Supervision Received: Work is performed under the general supervision of the Water Plant & Wastewater Pump Stations Operations Supervisor.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Perform well and sewer readings.
- B. Respond to SCADA alarms.
- C. High attention to detail.
- D. Collect samples for testing water.
- E. Ordering chemicals and taking them out to the test site.
- F. Quick thinker.



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- G. Maintain chemicals.
- H. Control grease at sewer stations,
- I. Check well depths.
- J. Check generator fuel and oil levels.
- K. Analyze water samples.
- L. Test bacterial samples.
- M. Check control switches at wells and pump stations.
- N. Perform maintenance around wells and sewer stations.
- O. Grease pumps and motors.
- P. Visually inspect facilities.
- Q. Make chemical deliveries to facilities.
- R. Maintain, test, install and retrofit residential and commercial electric and/or water meters.
- S. Collect, develop, analyze, enter and prepare data for records and reports related to water and/or electric meter testing and aggregated demand response reports.
- T. Understand, maintain and set up reading in NVRS-AMR Reading (enters routes, sequences and ensures radios are prepared for reading).
- U. Repair and replace electric and water meters.
- V. Turn on the electric and water meters.
- W. Disconnect delinquent accounts.
- X. Read meters.
- Y. Check for water leaks.
- Z. Check and read DEMAND and Time of Use (TOU) meters for electric and/or water.
- AA. Assist/Oversee Meter Tech 2 with the reading of all residential electric & water meters
- BB. Assist in disconnects/reconnects of electric & water meters due to delinquent utility accounts.
- CC. Assist in various duties after hours as required, including on-call, snow removal and debris clean up resulting from weather events, special events, sewer back-ups, water leaks, etc.
- DD. Assist with operating locating equipment for City-owned underground utilities.
- EE. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Ground water management
- Principles and practices of environmental conservation
- Principles and practices required for the installation, maintenance, testing and retrofitting of electronic and electro-mechanical meters as well as AMR systems
- Understanding of automatic meter reading systems
- Familiarity with City of Milford streets and development layout

Skills

- Communication- able to understand written and oral communication.
- Time management
- Customer service

Abilities



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- Understand and follow specific oral and written instructions.
- Work and operate a motor vehicle in all types of weather.
- Familiar with computers.
- Willing to learn about the water and wastewater field.
- Deal with complaints
- Acquire, and manipulate and process the meter data information gathered and calculate the consumption levels.
- Operate, understand electronic locating and testing equipment for all city-owned underground utilities.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.

- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Administrator:
