



City of Milford

Water & Wastewater Technician

Pay Grade: 104

Employment Status: Full-Time

FLSA Status: Non- Exempt

Experience Required: Approved water sampling tester certificate required, water operator license required, 4 years of experience in the field of residential 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). Valid Medical Examiner's Certificate is required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Public Services Superintendent

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 Public Services Superintendent 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.

Supervision Received: Work is performed under the general supervision of the Public Services Superintendent.

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. Collect samples for water testing.
- D. Order chemicals and transport chemicals to the testing site.



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- E. Maintain and properly store chemicals.
- F. Control grease at sewer stations.
- G. Check well depths.
- H. Check generator fuel and oil levels.
- I. Analyze water samples.
- J. Test bacterial samples.
- K. Check control switches at wells and pump stations.
- L. Perform maintenance around wells and sewer stations.
- M. Grease pumps and motors.
- N. Visually inspect facilities.
- O. Make chemical deliveries to facilities.
- P. Maintain, test, install and retrofit residential and commercial electric and/or water meters.
- Q. Collect, develop, analyze, enter and prepare data for records and reports related to water and/or electric meter testing and aggregated demand response reports.
- R. Understand, maintain and set up reading in NVRs-AMR Reading (enters routes, sequences and ensures radios are prepared for reading).
- S. Repair and replace water meters.
- T. Turn on water meters.
- U. Read meters.
- V. Check for water leaks.
- W. 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.
- X. Assist with operating locating equipment for City-owned underground utilities.
- Y. Assist the other divisions of Public Works when necessary as directed by the Public Services Superintendent.
- Z. 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 the layout of City streets and developments.

Skills

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



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Abilities

- Understand and follow specific oral and written instructions.
- Work and operate a motor vehicle in all types of weather.
- Proficient computer skills.
- Willingness to acquire new knowledge and develop in the water and wastewater field.
- Effectively handle complaints from customers.
- Acquire, and manipulate and process the meter data information gathered and calculate the consumption levels.
- Quick thinking.
- High attention to detail.

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 Director:
