

**TITLE:** Field Maintenance Technician I (OPERATOR IN TRAINING)      Grade 1

**IMMEDIATE SUPERVISOR:**                      Line Maintenance Supervisor

**JOB SUMMARY:**      Under general supervision of the Line Maintenance Supervisor is responsible for performing labor required to carry out the Operation and Maintenance functions of the water distribution system and sewage collection system as required. Participates in water, sewer, solid waste, and customer service operations as required.

**SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

- 1:      Responsible for the safe and efficient operation and maintenance of VBMU vehicles, tools, and equipment.
- 2:      Assist in the repair of broken water and sewer lines, install new lines, and make water and sewer connections, repair/replace valves, hydrants, meters, and other related components by means of lifting and lowering materials and tools in and out of service truck and trench.
- 3:      Ability to communicate with the general public and coworkers in polite and efficient manner.
- 4:      Assists coworkers and other departments in system operations and maintenance tasks and duties
- 5:      Required to be on standby duty and work after hours and weekends whenever necessary.
- 6:      Performs duties assigned by Line Maintenance Supervisor, Operations Superintendent, or Director of Utilities.
- 7:      Basic ability to locate streets, addresses, and water and sewer lines on maps.
- 8:      Follows permitting policies and procedures relating to city streets, county roads and state highways.
- 9:      Responsible for responding to customer requests and complaints and completing work orders accurately and efficiently.
- 10:     Responsible for follow up of actions, ongoing personal development, and department related training, licensing, and certification.
- 11:     Responsible for operating in accordance with Local, State, Federal Regulations, and Van Buren Municipal Utilities Policies and Procedures.

**SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION**

- 1:      The ability to safely operate vehicles and equipment, lift and handle materials and tools of different sizes while performing work in and around heavy equipment, trenches, pits, ditches, and manholes, may be required to climb ladder and cross fences.
- 2:      Skills in repairing broken lines and operation of related tools, and equipment including but not limited to a 1 Ton vehicle and/or a dump truck with trailer, gas & electric power saws, drills, pumps, mechanical tapping machine, sewer cleaning machine, etc.
- 3:      Ability to deal with public and coworkers in calm manner under stressful situations, ability to remain calm and polite, but firm when dealing with hostile or irate customers.
- 4:      The ability to perform operations and maintenance tasks on valves, hydrants, meters, related equipment, and customer's property.

- 5: The ability to communicate clearly and effectively to receive and give information to co-workers and customers.
- 6: The ability to manage time effectively, function independently, self-supervise, and limit distractions.
- 7: Follow safety compliance policies and procedures.
- 8: Basic knowledge and skills in the repair of broken water and sewer lines, install new lines, and make water and sewer connections, repair/replace valves, hydrants, meters, and other related components and related rules, regulations, methods, and practices.

**WORKING CONDITIONS:** Working conditions include working with a variety of equipment and people. Duties are performed both inside a climate controlled building and outside for extended hours in all types of weather conditions, riding in and/or operating un-air-conditioned trucks and heavy equipment, lifting and repairing valves, hydrants, meters, and equipment of various sizes, in and around trenches, vaults, pits, ditches, and manholes. May have to deal with customers and personnel that may be upset and difficult to handle. Must be available for emergency 24 hour call out. May be required to work in stressful environments. May be required to travel and stay overnight out of town for related training.

**MINIMUM QUALIFICATIONS:**

- 1: High School Graduate or equivalent.
- 2: Must be at least 18 years of age.
- 3: Must hold a valid Arkansas Commercial Driver's License or be able to obtain within three (3) years or have the ability to operate equivalent NON-CDL vehicles.
- 4: Must be able to read, write, follow written and verbal instructions, and communicate effectively.
- 5: Must hold an Arkansas Grade I Water Distribution Operator License or be able to obtain within three (3) years with a goal of obtaining an Arkansas Grade III Water Distribution Operator License.
- 6: Must have a telephone and be available for emergency call out.
- 7: Must have transportation to and from work.

This Grade 1 position is intended to be an Operator in Training (OIT) position and is typically working toward obtaining first level license/certification as listed above which will need to be obtained within the first three years of employment with the goal of meeting the requirements of a Grade 2 position within the first three years of employment. **FAILURE TO MEET THE JOB DESCRIPTION REQUIREMENTS WITHIN THE SPECIFIED TIME MAY RESULT IN TERMINATION OF EMPLOYMENT.**

This position is designated as a safety sensitive position as defined by Arkansas Act 593.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. Job Description subject to modification due to changes in related rules, regulations, and/or general requirements.