

TOWN OF MILTON

Job Description

Title: Senior Technician

Date: October 6, 2016

Department: Public Works

Reports to: Water Resources Chief Operator

OVERVIEW OF POSITION

Performs duties in the operation and maintenance of the Municipal Water and Wastewater Treatment Facilities in order to provide an adequate supply of safe potable water for consumption, as well as a safe and effective Wastewater Treatment System.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

The Water Resources Technician will require minimal supervision to complete, as examples, the following:

- Required to be “on call” after normal operating hours and perform permit required testing and inspections on weekends and holidays in a rotating schedule with other Water & Wastewater Division Employees.
- Perform the primary duties of the Water Resources Chief Operator in his/her absence as designated.
- Supervises and operates pumps, controls and other pumping station equipment; adjust water pressure and flow as needed due to main breaks, repair water distribution main and service breaks; repair and clear wastewater collection blockages and leaks; manage periodic hydrant flushing, construction and other conditions within the water distribution and wastewater treatment/collection system.
- Independently perform regular maintenance, troubleshooting and cleaning duties on equipment and Water Resources Department facilities.
- Proficiently uses a variety of hand, power tools and testing equipment in performing assigned duties in and outside plant buildings.
- Collects water and wastewater samples and performs chemical and biological examinations to include but not limited to alkalinity, nitrogen, phosphorus, ammonia, chlorine residual, BOD, COD, Ecoli, pH, DO and TSS. Ensures the Water and Wastewater Facilities are operating within permitted limits and report findings to the Water Resources Chief Operator.
- Performs daily inspections of all facilities, lift stations, equipment, and machinery and control panels; periodically tests valves, replaces pumps, motors, process equipment, meters, gauges and other equipment. Reports findings daily to the Water Resources Chief Operator.
- Troubleshoots and corrects problems by checking pipes, valves, timers, controls (mechanical, electrical and electronic).
- Supervises, reads and maintains water meters. Schedule appointments and repairs water meters and reading equipment. Works with the Water Resources Chief Operator to download meter reading results onto the computer and review the pre-billing list for errors.

- Performs public relations duties including responding to calls for service and delivering service, disconnection or meter repair notices. Locates and marks water services and mains and wastewater collection lines, as required. Works with contractors and/or developers on matters pertaining to the water or wastewater systems, in the absence of, or in cooperation with the Water Resources Superintendent.
- Other duties as assigned.

QUALIFICATIONS

- **Knowledge, Skills And Abilities**
 - Requires sound knowledge of the principles and practices of the operation and maintenance of pumps, mechanical equipment and small tools (both hand and power).
 - Requires more advanced knowledge of the principles of mathematics, chemistry, biology, hydraulics, electronics and electricity.
 - Requires knowledge of the occupational hazards and safety connected with Water Distribution and Wastewater Plant operations.
- **Education or Formal Training:**
 - High School Diploma, or equivalency, a minimum. Associates degree in engineering technology technology, chemistry, or biology preferred. Previous coursework in the Water and/or Wastewater field also desirable.
- **Experience:**
 - Five years of experience in Activated Sludge or Secondary Wastewater Treatment plant operations.
 - Five years of experience in water system operations and wastewater collection systems operations.
 - Possession of Vermont Class 2-DM Pollution Abatement Facility Operator certification.
 - Possession of a Vermont Class D Water Distribution System Operator certification.
 - Continuous possession of a valid State of Vermont, Class 1 motor vehicle operator's license and Vermont Class B Commercial Drivers license.

EQUIPMENT USED:

Personal computer, computerized meter reading equipment, trucks, pumps, generators, centrifuges, confined space and atmospheric monitoring equipment, basic and mid tier laboratory equipment, SCADA system, locating and tracing equipment, electrical and hydraulic troubleshooting equipment, and other equipment necessary to perform the functions of this job.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES:

Job is performed primarily in field, industrial and some office settings, including enclosed and/or confined spaces. Exposure to chemicals, dust, fumes and gases during treatment and testing of systems. Frequently requires bending and stooping; work on uneven ground; lifting and carrying of objects up to 80lbs. Occasionally requires squatting; crawling; climbing stairs/ladders; reaching above shoulder level; crouching; kneeling; balancing; and carrying and lifting of objects up to 100lbs. Requires prolonged periods of walking, standing or sitting while reading meters and performing normal and emergency operations. Requires exposure to harsh climates for prolonged periods while performing emergency repairs.