

## Town of Exeter

Position Title: **Water & Wastewater  
Maintenance Technician**

Department: Public Works  
# 834

Reports To: Water/Sewer Superintendent

Date: September, 2001

### **GENERAL SUMMARY:**

Under the general supervision of the Water/Sewer Superintendent, operates and maintains the water and wastewater treatment plants and pumping stations.

### **ESSENTIAL JOB FUNCTIONS\*:**

- Operates and maintains the mechanical, electrical, instrumentation and chemical systems.
- Understands the principles associated with pumps, motors, controls, valves, pipes and power sources.
- Reads and understands technical manuals, blueprints, drawings and service bulletins.
- Prepares and performs preventative maintenance on all equipment, as specified.
- Troubleshoots and diagnoses mechanical, electrical, chemical or control system malfunctions.
- Repairs, removes or replaces mechanical, electrical, piping or control systems, as needed.
- Prepares cost estimates, obtains purchase orders and orders necessary parts, equipment or supplies.
- Coordinates and schedules all maintenance functions and work orders with plant and pump station senior operators.
- Maintains records of all maintenance activities, costs, problems, etc.
- Responds to emergency work orders, as needed.
- Operates vehicles, hand and power tools and tests equipment.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Available to perform water distribution and wastewater collection system work, snow removal or other public works' functions as directed by the Superintendent.
- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

### **PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:**

- Duties require knowledge of water and wastewater maintenance operations equivalent to completion of a high school diploma along with advanced courses from a two year college or technical school and one to three years of related experience, or equivalent combination of education and experience. Must possess a valid State of New Hampshire CDL Class B driver's license with air brakes and Grade 1 Distribution System Operator license within one (1) year of hire.
- Ability to clearly and concisely articulate to others, verbally and in writing, pertinent and necessary information regarding scheduled and emergency maintenance operations.
- Ability to work alone and with limited supervision.
- Ability to work with and direct fellow employees, vendors, and contractors and service technicians in an efficient and safe manner.

- Ability to deal respectfully and tactfully with fellow employees, vendors, contractors, and service technicians in performing their duties.
- Ability to accurately inform superiors of the exact nature of real or potential problems associated with the reliable, continual and safe operation of water and wastewater facilities.

**SUPERVISORY RESPONSIBILITY:**

This job has no supervisory responsibilities.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Work is performed indoor and outdoor in extreme weather conditions and off-schedule hours as needed.
- Physical demands include standing, sitting, bending, twisting and stooping, climbing, walking, lifting heavy objects, laying on ground and working around and with water, sewage and chemicals.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

**\* External and internal applicants, as well as position incumbents, who become disabled as defined under the American with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

Approved 1/28/02

I, \_\_\_\_\_, have received a copy of this job description. I have read and fully understand the contents and responsibilities of this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date