



DEPARTMENT OF

# WATER WORKS

## Utility Tech

**Salary:** \$38,427-\$45,767

**Type:** Full Time

**Benefits:** Full Benefits

**Date Posted:** 10/24/2024

### About Water Works

The Department of Water Works is responsible for the City water and wastewater systems and treatment facilities. The Department has two Divisions, Water and Wastewater, with a total staff of 50 professionals. The Department is responsible for the treatment and delivery of potable water to City homes and businesses, storage of water and maintenance of a network of piping, valves, and hydrants for fire protection, collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

### Profile

Under general supervision of the assigned supervisor, performs general maintenance and repair of the water, sewer and storm drain systems. This work includes, but is not limited to emergency and routine system repairs, locating water/sewer lines, fire hydrant flushing and maintenance, valve exercise and maintenance/repair, cleaning and maintaining sewer lines, utility rights-of-way maintenance including mowing, operating various types of equipment and pumps. and job-site restoration tasks. Performs other duties as assigned.

### Preferred Education

High School Diploma or GED

### Preferred Experience

Six months of experience in plumbing, water and sewer operations, maintenance, or construction.

### Requirements/Certifications

Valid Driver's License.  
Ability to obtain CDL Class B license within one (1) year of employment.

### How to Apply

**1** Visit [salisbury.md/apply](https://salisbury.md/apply)

**2** Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

# City of Salisbury, MD

## Classification Description

---

Classification Title: Utility Technician

Grade: 3

Department: Water Works – Utilities

FLSA Status: NE

Date: 4/1/2024

---

**Position Profile:** Under general supervision of the assigned supervisor, performs general maintenance and repair of the water, sewer and storm drain systems. This work includes, but is not limited to emergency and routine system repairs, locating water/sewer lines, fire hydrant flushing and maintenance, valve exercise and maintenance/repair, cleaning and maintaining sewer lines, utility rights-of-way maintenance including mowing, operating various types of equipment and pumps. and job-site restoration tasks. Duties involve exposure to adverse working conditions and occasional adverse weather conditions. Performs other duties as assigned and additional responsibilities with career ladder advancement.

### **Duties and Responsibilities**

**Administrative Planning/Task Completion:** Holds self-accountable for assigned responsibilities; sees task through to completion in a timely manner.

- Assists in installation, inspection, repair and maintenance of all aspects of the water main system, the storm drain system, and the sanitary sewer system.
- Operates the dump truck and various equipment including, but not limited to air compressor, backhoe pneumatic tools, jumping jacks, vibratory plates, utility saws/floor saws, gas and air powered pumps, various hand tools, hand operated chain cutters, small water main tapping machines.
- Excavates and backfills trenches in order to complete repairs.
- Transports equipment, tools, and materials to and from job sites.
- Loads and unloads materials from trucks.
- Stocks vehicle with necessary equipment and material.
- Cleans, organizes, and maintains facilities, tools, and equipment.
- Observes and promotes all established safety procedures.
- Assists in performing preventative maintenance on all equipment and facilities as appropriate.
- Assists with the setup of work zone traffic control.
- Responds to after-hours calls on nights, weekends, and holidays.
- Performs general maintenance of utility building and grounds, including mowing lawn and landscaping duties.
- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.

**Skills Proficiency/Technical:** Skillful in tools, hardware, software, and equipment.

- Knowledge of City of Salisbury's policies and procedures.
- Accurately read and interpret safety rules, operating and maintenance instructions and procedure manuals.
- Safely operate vehicles, tools and equipment.
- Accurately follow written and oral instructions.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.
- Ability to add, subtract, multiply and divide.
- Ability to utilize a variety of manual and power equipment.
- Ability to work independently and complete daily activities according to work schedules.
- Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions.
- Act as a representative of City of Salisbury to the public.
- Effectively and efficiently report and communicate information.
- Effectively and efficiently prepare, organize and track information.
- Ability to work with team members in a manner conducive to full performance and high morale.

**Leadership/Team Player:** Maintains working relationships with Supervisors and Department staff.

- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.
- Ability to work independently and complete daily activities according to work schedules.
- Ability to work with team members in a manner conducive to full performance and high morale.

**Stewardship/Resources:** Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness
- Maintains various reports and documents

**Professional Development:** Participate in opportunities to earn or maintain professional credentials and certifications.

- Continue to attend relevant meetings and trainings.
- Keeps abreast of new processes and equipment by reading articles, directives, operations notes and attending meeting, seminars and workshops.

### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

### **Education and Experience**

- High School Diploma or GED
- Six months of experience in plumbing, water and sewer operation, maintenance, or construction
- Valid Driver's License
- CDL Learner's Permit and DOT Medical Card
- CDL Class B license within 12 months of employment.
- Flagger Certification
- CPR Certification

### **Physical Requirements**

- Work requires occasional physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

---

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.