

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** Water Technician

**REPORTS TO:** Water Operations Foreman

**DEPARTMENT/DIVISION:** Water

**CIVIL SERVICES STATUS:** Classified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** Under the direct supervision of the Water Operations Foreman, employees in this classification are responsible for the safe and efficient operation of a variety of equipment and vehicles, and for performing skilled to semi-skilled maintenance and repairs in Water Distribution and Maintenance, meter installation, reading, and repair, as well as Water Operations monitoring, testing, and grounds/building maintenance. Employees in this classification will participate as part of various crews engaged in any Water department operation as directed.

**ESSENTIAL JOB FUNCTIONS:**

Locate and mark City lines for O.U.P.S. purposes;

Assists in water main or hydrant repair;

Perform bacterial and chlorine tests on water mains and services;

Read and maintain water meters;

Performs special readings as required; shuts off and turns on water service to properties;

Locates, paints and adjusts curb/valve boxes as necessary;

Operates equipment, works in repair shop, or works as laborer or semiskilled laborer as needed;

Monitor Distribution System via SCADA computer;

Maintain buildings/grounds of Water Department facilities;

Assists in snow removal as required;

Able to perform the physical demands including but not limited to having the strength and agility sufficient to walk for long periods of time as well as the ability to climb and descend stairs and climb into and operate motor vehicles and into and out of meter pits. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the day and able to endure heavy physical labor under adverse weather conditions for extended periods of time.

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Maintains regular and consistent attendance;

Must be on an active stand-by list and participate in overtime and call outs as department necessitates.

### **EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma or GED

Work experience providing knowledge of water utility operations or the equivalent or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

#### **Licenses:**

Valid commercial driver's license (Class B minimum) issued by the State of Ohio at time of employment or within one year after hire, and must remain insurable under the City of Medina's vehicle insurance plan

Water Distribution Class I license at the time of employment or within one year after employment is required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Geography and street locations of the City;
- Computerized water system equipment;
- Basic computer skills for data entry and report generation;
- Basic building and grounds maintenance, tools, materials and supplies; and
- Traffic and safety regulations and accident prevention practices.

#### **Ability to:**

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Write legibly;
- Make simple mathematical calculations rapidly and accurately;
- Learn SCADA system to ensure adequate water levels are available for fire protection at all times.
- Read and interpret engineering drawings to locate water lines, valves, curb boxes, storm lines, traffic loops, etc.

- Maintain good relationship with the City's citizens;
- Understand and follow complex oral and written instructions;
- Shovel and remove wet snow; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

**ENVIRONMENTAL ELEMENTS:**

This position requires that the employee stand or walk during most of a scheduled shift with bending, stooping, squatting, climbing, twisting, and reaching involved. It includes working outside in all types of weather situations and interaction with the general public. The employee in this classification may be required to enter private dwellings unaccompanied.

**WORKING CONDITIONS:**

May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:** Chain saws, jackhammers, backhoes, and other equipment and vehicles as assigned. Office equipment not limited to computer, telephone, calculator, copier, printer, fax machine. Handheld programmers/readers, mobile laptop reader.

**ADDITIONAL REQUIREMENTS:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_