

# METROPOLITAN WATER DISTRICT OF SALT LAKE & SANDY

## JOB DESCRIPTION

Position Title: Maintenance Technician

Date: January 27, 2025

FLSA Status: Non-Exempt

### Summary Statement of Overall Purpose/Goal of Position:

As a member of the Maintenance Department, under the general supervision of the Assistant Maintenance Manager, develops knowledge and understanding of District infrastructure and operation while assisting the Senior Maintenance Technician in the maintenance and repair of District facilities and various plant operations to ensure safe and efficient treatment of drinking water.

### Essential Duties:

- Assists with troubleshooting and repairing various parts, equipment, facilities and infrastructure.
- Performs routine operations, maintenance, inspections and repairs to District facilities including water treatment plants, pump stations, pipelines, buildings, HVAC (heating, ventilation, and air conditioning) systems, fleet, and related infrastructure using various trade skills.
- Activates meters and records meter readings on pipeline turnouts, fuel storage systems, pumps and other equipment.
- Operates equipment such as snow removal equipment, landscape maintenance machinery, tools, and similar equipment.
- Maintains accurate records of maintenance activities, repairs, and inspections using a CMMS (computerized maintenance management system).
- Tracks usage of inventory of maintenance supplies, tools, and equipment using a CMMS.
- Complies with proper health and safety practices including using the required safety devices and proper PPE.
- Notifies their supervisor immediately of unsafe conditions and acts and reports all accidents to supervisor and/or department manager immediately.
- Assists Senior Maintenance Technician in resolving unforeseen situations that may arise.

### Marginal Duties:

- Operates equipment such as overhead cranes and forklifts used to unload chemicals for water treatment (District certification required).
- Assists Senior Maintenance Technician in developing and writing SOP's.
- Under the direction of the Operations Manager, assists with chemical offload once training has been completed.

- Assists in coordinating activities with affected water users including member cities, water agencies, and irrigators.
- Assists in monitoring aqueducts for leaks, cross-connections and right-of-way violations to ensure compliance with state, federal, and local regulations.
- Leads a maintenance project by assuming an Incident Command (IC) role as assigned.
- Provides assistance to other Maintenance Department employees as needed.
- Supports other departments as needed.
- Provides on-call services on a rotating basis.
- Performs other related duties as assigned.

Minimum Qualifications:

**Education and Experience:** High school diploma or equivalent. Previous maintenance experience preferred. Maintenance experience in the following: mechanical equipment, repairs, and related skills.

**Certification and Licensing:** Valid Utah Driver's license.

**Desired Qualifications:** Welding, plumbing, concrete, carpentry or instrumentation and electrical preferred. Commercial Driver's License (CDL) Class A. Certification in backhoe operations, forklift operations, and Cross-connection. Underground Storage Tank (UST) Class-C operator certification. State of Utah Water Treatment or Distribution certification.

**Knowledge of:** General safety measures and guidelines related to water utility and construction environments. Standard operating procedures.

**Ability to:**

- Work with computers, communications equipment, and related devices.
- Aptitude for making minor mechanical adjustments and repairs requiring immediate attention.
- Establish and maintain effective working relations with associates and the public.
- Troubleshoot, problem solve, and use critical thinking skills.
- Use hand tools, power tools, and other mechanical equipment.
- Give and receive constructive feedback
- Have good written and effective verbal communication skills.
- Act effectively in emergency situations.
- Use office productivity software (word processing, spreadsheets, collaboration, presentation) with fundamental awareness.
- Wear a respirator and operate it according to established procedures.
- Comply with proper health and safety practices, rules, and regulations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is regularly required to talk, hear, feel attributes of objects and perform repetitive wrist, hand, and/or finger movements.

The employee is frequently required to: grasp, push, stand, walk, drive, reach with hands/arms, stoop, kneel, crouch, crawl, climb or balance.

The employee is occasionally required to sit.

The employee must lift weight or exert force as follows:

- Regularly (over 70% of time): 1 to 75 pounds
- Occasionally (15% to 40% of time): 76 to 100 pounds

Specific vision abilities include: Clarity of vision at 20 feet or more and 20 inches or less. Three-dimensional vision (ability to judge distance and spatial relationships). Identify and distinguish colors and adjust the eye to bring an object into sharp focus. Ability to see up and down or left to right while fixed on a point.

Concentrated attention is usually required during a typical workday in order to accomplish the essential duties of this position.

Working Conditions:

Regularly requires exposure to outdoor weather conditions. Employee must also work near moving parts on a regular basis. Frequent exposure to fumes or airborne particles, toxic or caustic chemicals, mechanical oils, bio-hazardous materials, wet, humid conditions (non-weather) and vibration, and risk of electrical shock. Occasionally required to wear a respirator, work in high dangerous places, and work in hazardous traffic conditions. Daily exposure to loud noises. Requires scheduled on-call status as assigned. Travel to and from various District sites and other locations may be required. Frequent exposure to stress as a result of human behavior and the demands of the position.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. The District reserves the right to add or change duties at any time.

Prepared by: Sonya Shepherd Date: 1/27/2025

Approved by: Annalu Murray Date: Jan 28, 2025