



**TOWN OF SWANSEA, SOUTH CAROLINA  
JOB DESCRIPTION  
November 2024**

**JOB TITLE: Utility Technician**

**GENERAL DESCRIPTION**

Under the supervision of the Utility Director (or designee), the Utility Technician performs semi-skilled work in a variety of water and wastewater utility line construction, repair, and maintenance assignments involving the use of common tools and frequently operates equipment associated with the semi-skilled tasks to which assigned. This position works closely with other members of the Utilities department staff.

**ESSENTIAL TASKS**

*The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

- Installs, repairs, and maintains water/sewer lines, taps, hydrants, valves, and meters.
- Performs meter readings and locks/turns off service, per assigned work order.
- Helps determine cause of leaking water lines and meters.
- Repairs leaking water/sewer lines.
- Connects water/sewer pipes to mains and service connections.
- Responds to water/sewer line problems.
- Raises and lowers manholes and valve boxes; taps high-pressure lines.
- Prepares and maintains equipment and vehicles.
- Operates backhoe, portable generator, tap machine, dewatering pump, dump trailer, utility truck, boring machine, water jetting machine, sewer camera, jackhammer, and related light and medium equipment.
- Assists water/sewer contractors in performing major repairs, as needed.
- Is required to work overtime and/or be on call.
- All other duties as assigned.

## **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

### **DATA INVOLVEMENT:**

- Reads and records meter readings both manually and using electronic metering devices.
- Observes, summarizes, and communicates observations and information to Utility Director and Utilities department staff.
- Interprets and resolves issues noted on work orders.

### **PEOPLE INVOLVEMENT:**

- Reviews work orders with Utility Director and Utilities department staff as needed.
- Notifies Utility Director of any problems or issues in the field as they arise.
- Answers questions from utility customers and refers them to the appropriate staff member.
- Interacts and cooperates with contractors on major repairs, as needed.

### **INVOLVEMENT WITH THINGS:**

- Regularly uses rugged laptop and handheld meter reading devices to perform meter readings.
- Regularly operates a utility vehicle equipped with water/sewer equipment and supplies.
- Regularly uses cell phone to maintain contact with office and take photos in the field.
- Occasionally operates backhoe, portable generator, tap machine, dewatering pump, dump trailer, boring machine, water jetting machine, sewer camera, jackhammer, and related light and medium equipment.

## **COGNITIVE REQUIREMENTS**

### **REASONING REQUIREMENTS:**

- Evaluates assigned work orders and work environment for potential solutions and any related hazards or risks.

### **MATHEMATICAL REQUIREMENTS:**

- May copy, compile, enter data, or compute data using addition, subtraction, multiplication, and division.
- May compare items against a standard.

### **LANGUAGE REQUIREMENTS:**

- Requires the ability to read and write, and to comprehend and follow information, instructions, policies and procedures, and regulations (equipment manuals, work orders, phone messages, texts, etc.).
- Communicates information regarding daily activities and emergencies via written and oral communications with Utility Director, coworkers, utility customers, and contractors as needed.
- Completes routine job forms and incident reports.

**MENTAL REQUIREMENTS:**

- Regularly requires sustained visual and mental concentration on task at hand.
- Regularly requires attention to detail and follow-up with the Utility Director, coworkers, utility customers, and contractors as needed.
- Workday occasionally includes conflicting demands, deadlines, emergencies, or time pressures.

**VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION:**

- Requires a high school diploma or GED.
- Some education or training in water/wastewater utilities, plumbing, or the operation of related equipment is preferred.
- Knowledge and understanding of appropriate safety procedures and be able to respond in emergency situations.
- Knowledge of the maintenance, repair, and manual tasks of the area to which assigned.
- Knowledge of the safe use, operation, and preventive maintenance of common hand and power tools required for water/wastewater utility work and the equipment to which assigned.
- Must have, or be willing to acquire, knowledge and understanding of SCADA, GIS mapping, and other technology to review maps, blueprints, and other reference documents often needed to complete duties.

**SPECIAL CERTIFICATIONS AND LICENSES:**

- Must possess an appropriate driver's license valid in South Carolina.

**EXPERIENCE REQUIREMENTS:**

- Some experience as a worker in the maintenance, repair, and/or construction of water/sewer utility lines.

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:**

- Work requires considerable physical effort and a high degree of fine finger and hand dexterity.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions.
- Requires physical ability to balance, bend/kneel, climb, crawl, crouch, feel, reach, read, speak, and stoop.

**ENVIRONMENTAL HAZARDS:**

- Constant exposure to wet/damp areas and dim lighting.
- Frequent exposure to the outdoors, adverse weather, outdoor temperatures above 90 degrees or below 40 degrees, unpleasant fumes/odors, enclosed spaces with or without air conditioning, confined spaces, and high noise levels.

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- Rare exposure to the indoors, smoke/dust, stairs or ladders, unprotected heights, and bright lighting.
- Machinery, tools, or other equipment used to perform the work is capable of causing injury.
- Realistic possibility of physical confrontation with other people, who may or may not be in a protective environment.
- Realistic possibility of coming into contact with human or animal waste.

### **SENSORY REQUIREMENTS:**

- Requires visual acuity and perception to look at data and machinery and to perceive depth and colors.

### **JUDGMENTS AND DECISIONS**

#### **JUDGMENTS AND DECISIONS:**

- Performs semi-skilled work involving some set procedures and frequent problem solving.
- Works in a somewhat fluid environment with rules and procedures having many variations from the routine.
- Requires frequent decision-making affecting coworkers or the general public.
- May be responsible for providing information to those who depend on a service or product.

### **ADA COMPLIANCE**

The Town of Swansea is an Equal Opportunity Employer. ADA requires the town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**JOB DESCRIPTION APPROVAL**

This proposed job description reflects the essential functions, duties, responsibilities, and minimum requirements accurately and completely to the best of my knowledge. I have made the necessary and appropriate considerations for the various and many uses of the job description that include, but are not limited to: recruiting for vacancies, screening candidates, interviewing candidates, selection of candidates, promotion, discipline, Workers Compensation, returning from leave, performance management, training, job classification, job reclassification, employee communication, reasonable accommodation interactive process, new employee orientation, communication of organizational structure, and to provide organized and defensible basis for personnel decisions to mitigate liability. The minimum requirements have neither been inflated nor deflated and correlate appropriately to the essential functions in this document. I have complied with applicable Town policies and guidelines in drafting this job description. In addition, I have given appropriate consideration and have added content to this job description, as needed, to document compliance related to federal regulations, such as but not limited to ADA, FLSA, FMLA, HIPAA, and Uniform Guidelines on Employee Selection.

Department Head Signature: *Sula Manuel* Date: *12-2-2024*

**Approvals**

Reviewed and approved by: Town Administrator

Signature and Date: *Christa Hufu* *12/2/24*

Comments: