



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Valve Technician I/II
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GENERAL PURPOSE

Under immediate supervision (Valve Technician I) and general supervision (Valve Technician II), performs a wide variety of semi-skilled and skilled tasks related to the maintenance and repair of valves used in potable and reclaimed water systems; locates, marks, operates, and exercises large and small valves to shut-off and turn on water service and mains; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Valve Technician I: This is the entry-level class in the Valve Technician series. Initially under immediate supervision, incumbents learn and perform routine duties used in the repair and maintenance of valves used in potable and reclaimed water systems. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Valve Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Valve Technician II: This is the fully qualified journey-level classification in the Valve Technician series. Positions at this level are distinguished from the Valve Technician I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision (Valve Technician I) or general supervision (Valve Technician II) from the Water Operations Supervisor. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Valve Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Performs semi-skilled and skilled work in the repair and maintenance of valves used in potable and reclaimed water facilities.
- Locates valves by map plots, specialized equipment or gather GPS location data for each valve; sets up files and transfers data from GPS unit; works from land plots, maps, atlas books, sketches, blueprints, and other diagrams to locate valves; enters data into various automated systems.
- Marks valves and determines the amount of hand digging required; operates and exercises large and small valves to shut-off and turn on water service and mains; performs skilled work in cutting pipes using torches and other tools; cleans out around damaged area and removes excess water; notifies central communications of private property damage.
- Provides traffic control; prepares barricade plans and sets up and removes barricades to protect crews from street traffic.
- Works in vaults and other confined spaces, utilizing proper safety techniques and equipment in accordance with District and departmental safety policies and procedures; lifts and removes vault lids, ventilates vaults, and locates buried valves at varying underground depths.
- Inspects and tests valves; determines water flow direction and performs required main shutdown procedures; notifies operations in cases of large main shutdowns; shuts down and restores water service.
- Responds to questions and complaints from the public regarding repair work and main shutdowns.
- Repairs and maintains fire hydrants.
- Operates compressors, valve machines, jackhammers and a wide variety of other hand, hydraulic and power equipment; checks condition of equipment; cleans and maintains tools and equipment used in the field and shops.
- Inputs valve operation or maintenance data into specialized application or program; documents work performed in work order packets; writes up weekly report for recordkeeping.
- May assist Distribution Operators as necessary.

- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Potable and reclaimed water distribution systems and valve functions and operations.
- Methods and techniques of locating valves through multiple methods.
- Methods and techniques of testing and inspecting valves.
- Geography of the District's service operations.
- Operational characteristics of hand and power tools used in assigned maintenance areas.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform skilled tasks in the maintenance of water distribution and reclaimed water mains and lines.
- Locate and mark District service lines.
- Operate the tools, equipment and vehicles/trucks common to public utility maintenance.
- Estimate necessary materials and equipment to complete assignments.
- Perform metal cutting and welding tasks.
- Use independent judgment and exercise initiative in daily work activities.
- Follow oral and written instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Valve Technician I: Six (6) months of maintenance and repair experience in a utility or public works maintenance or construction program.
- Valve Technician II: Two (2) years of maintenance and repair experience in a utility or public works maintenance and construction program, or one (1) year of experience as a Valve Technician I in the District.

Education:

- Valve Technician I/II: Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- Valve Technician I/II: A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Valve Technician I: A State of California Water Distribution Operator Certificate, Grade I.
- Valve Technician II: A State of California Water Distribution Operator Certificate, Grade II.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility perform medium to heavy physical work; to sit, stand, and walk on level, uneven or slippery surfaces; frequently reach, twist, turn, kneel, end, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, heavy traffic, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Valve Technician I/II class series are flexibly staffed; positions at the Valve Technician II level are normally filled by advancement from the Valve Technician I level; progression to the Valve Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Valve Technician II level.

Eastern Municipal Water District
Job Title: Valve Technician I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Valve Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____