

## **Distribution Technician**

### General Statement of Duties

Performs responsible unskilled and semi-skilled work in the installation, replacement, repair and maintenance of water lines, meters, and appurtenances.

### Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled work as a member of a crew engaged in the maintenance and repair of water lines. Work involves making taps to water mains and installing new water meters and meter boxes, installing hydrants, meters, and valves, and making repairs to the water system. Other tasks include providing field customer service to check water leaks and high usage complaints, connecting and disconnecting service, and other troubleshooting; locating water lines for other contractors; and related tasks. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Connects and disconnects water service; reads meters; inspects service for leaks; flushes hydrants when needed; locates water lines to avoid damage by other contractors or utilities.
- Operates tapping machine to make water taps and service connections; sets meter box and meters.
- Lays water pipe; repairs and replaces water lines and related facilities; conducts pressure test on lines as needed to check for leaks.
- Installs, services and tests water meters and meter yokes; exercises valves.
- Operates dump trucks, jack hammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, and boring machines.
- Take distribution samples; checks chlorine levels.
- Checks and performs maintenance on pumping stations, elevated storage tanks, and related facilities.
- Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants; tests meters.
- Prepares records of work activities.

#### Additional Job Duties

- Fills in for coworkers in their absence.
- Performs other related tasks as required.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills, and Abilities

- Working knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.
- Working knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.
- Working knowledge of the use of common hand and power tools.
- Working knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Working knowledge of water service policies and procedures.
- Skill in the operation of a light and medium size construction equipment.
- Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- Ability to read utility line maps and operation and service manuals, to understand and follow oral and written instructions, and to prepare records of work activities.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.
- Must possess the visual acuity to operate mobile equipment such as loaders and dump trucks in a safe manner to fit pipes and other parts, read gauges, and make written records.

#### Desirable Education and Experience

Any combination of education and experience equivalent to ability to read and write and experience in maintenance or construction of related utilities.

#### Special Requirements

- Possession of valid North Carolina driver's license.
- Ability to obtain grade C distribution certification within 12 months of employment.

Hyde County  
2012