



JOB DESCRIPTION

Water Production Maintenance Technician

DEPARTMENT: Operations

DATE: Jan 2016

SALARY GRADE: 15

SUMMARY: Under basic supervision, installs, repairs, inspects, and maintains equipment, machinery, and components at water production and treatment plants, satellite facilities, and lift stations for Benbrook Water Authority (BWA); maintains and adjusts equipment to meet job specifications and technical codes.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific duties.*

- Inspects, maintains, adjusts, repairs, installs, and replaces equipment, machinery, and components in water treatment and production plants; checks facilities and equipment to verify proper operating conditions; recognizes abnormally operating equipment; uses standard methods and skills to diagnose conditions, and identify maintenance needs; repairs equipment and components, and performs preventive and predictive maintenance on mechanical and electromechanical equipment and components; prepares activity and summary reports; notifies supervisors of problems beyond the scope of authority.
- Supports the relationship between Benbrook Water Authority and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and BWA staff; maintains confidentiality of work-related issues and BWA information; performs other duties as required or assigned.

KNOWLEDGE AND SKILLS:

Knowledge:

- BWA policies and procedures.
- Methods, tools, and equipment used in maintenance and repair of mechanical and electrical equipment.
- State and Federal regulations governing municipal utilities, and the treatment and transmission of water/wastewater; including Texas Commission on Environmental Quality (TCEQ) standards.

Skill in:

- Making operating adjustments and repairs to water utility equipment and components.
- Working independently to complete work projects according to work schedule.
- Following and enforcing verbal and written instructions and procedures, and safe work practices.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School diploma or GED equivalent.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Class C Water/Wastewater license from Texas Commission on Environmental Quality (TCEQ) is required within two years of hire; according to the needs of the BWA, additional training and certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors and outdoors at BWA facilities; may be exposed to safety hazards and dangerous tools and equipment; physical dexterity is required to work in confined spaces, and use precision tools and equipment; requires vision capacity to perform fine calibrations and distinguish between colored

wires; ability to lift and carry 80 pounds unassisted; ability to climb, stoop, kneel and crouch; ability to work after hours when necessary.