



**North Park Water  
Distribution Maintenance Technician  
Job Description**

**Reports To:** Distribution System Foreman

**FLSA Status:** Nonexempt

**SUMMARY**

Performs water system facilities repair and installation, maintenance, and service tasks. Technician will periodically be required to cover after-hours emergency standby calls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The list of essential functions, as outlined herein, is intended to be representative of the major tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position. Specific tasks on a day-to-day basis will reflect the overall areas of expertise for this position.*

- Water main replacement and maintenance
- Buildings and grounds maintenance
- Performs scheduled maintenance activities as requested by the Distribution Maintenance Foreman
- Installs, repairs and flushes hydrants
- Performs water service repairs and replacement
- New water service installation
- Install and repair pit meters and valves
- Raise and lower curb boxes and valves
- Restore excavation sites from main and service repairs and installs
- Keeps necessary measurements and notes for District records
- Assists with locating and marking District infrastructure for JULIE requests, plumbers and other excavation jobs
- Able to perform all necessary functions required for District Standby Duty assignment
- Maintain and repair any assigned District vehicle in a prudent way and as directed by the Fleet Manager
- Maintains and repairs the excavation, mowing and snow plow equipment as directed by the Distribution Maintenance Foreman or the designated the Fleet Manager
- Understands and practices safe work habits
- Identifies staffing, training and budgeting needs to management
- Assists with water service and watermain inspections
- Other duties as may be assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); 12 months of experience in general laboring tasks or in related work; or, any equivalent combination of training and experience.

## **KNOWLEDGE AND SKILLS**

Knowledge of basic maintenance and simple tool operation. Ability to operate heavy equipment such as trucks, trailers, and chainsaws, as well as hand tools, mowers, trimmers, shovels, rakes, and brooms. Skill in reading and understanding simple instruction and performing basic math tasks.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively present information in one-on-one and small group situations to customers, management and other employees of the District.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Class D driver's license
- Individual must be insurable by District's insurance carrier
- Desired to be an Illinois Licensed-Certified Operator - Class C or higher
- Desired to have a CDL Class A license with a combination endorsement

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must easily be able to lift and/or

move 50 or more pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to work in and around outdoor excavation sites with uneven terrain and is exposed to outside weather conditions with possible extreme hot or cold. The employee will regularly be exposed to moving mechanical parts and construction equipment and will occasionally be working around toxic or caustic chemicals. The noise level in the work environment is usually low to moderate.

### **RESIDENCY REQUIREMENT**

Candidate will periodically be required to cover after-hours emergency standby calls. A requirement of standby eligibility is a 30-minute response time to our main office at 1350 Turret Drive, Machesney Park, IL 61115.