



**Position Description**  
**Marion Utilities Service Board**  
*An Equal Opportunity Employer*

<b>Job Title</b>	Distribution Technician	<b>Employment Status</b>	Full-Time
<b>Utility Division</b>	Water	<b>EEO Code</b>	8-A
<b>Workgroup/Unit</b>	Distribution	<b>Wage Range</b>	12
<b>FLSA Status</b>	Non-Exempt	<b>Effective Date</b>	January 2, 2022

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### Job Summary

Performs a variety of routine and specialized construction and maintenance functions within the Water Division; The incumbent is responsible for the care and maintenance of physical systems and appurtenances associated with the drinking water distribution system

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### Supervision Received and Exercised

Works under Supervision of the Distribution Workgroup Supervisor; Performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines

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### Minimum Education and Experience Requirements

High School Diploma or equivalent; Demonstrated strong mechanical aptitude and a minimum of 1 year of experience performing underground construction and/or general maintenance activities; Demonstrated knowledge and experience in the operation and maintenance of water distribution systems is preferred; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

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### Licensure and/or Certification Requirements

Must possess a valid Indiana CDL Driver's license or ability to obtain upon residency

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### Essential Duties and Responsibilities

- ✓ Participates in work associated with the installation and maintenance of Drinking Water Distribution System infrastructure, equipment, systems, and associated appurtenances; Identifies unusual issues and problems related to piping, valves, meter settings, equipment, and other related infrastructure and through consultation with Distribution Workgroup Supervisor, determines and implements corrective action; May be assigned leadership responsibilities for a given task or project
- ✓ Performs a variety of work associated with construction, maintenance, and emergency repair of underground systems, including: distribution main and service lines, valves, water meters, meter settings, hydrants, and associated components, street and ground repair/restoration, traffic control, etc.; Assists in troubleshooting, testing, maintaining, repairing, replacing, installing, constructing, and/or rebuilding such systems and components; Assists and supports Customer

Service Technicians as required; Obtains meter readings as required. Documents and maintains records associated with maintenance and work activities

- ✓ Operates a variety of heavy equipment such as: pickup trucks, dump-trucks requiring CDL, backhoe, and hydro-excavator; Uses, with proficiency, a variety of hand-tools, power-tools, jackhammer, pumps, underground locators, and other specialty tools and equipment
- ✓ Participates in On-Call rotation and responds to after-hours calls accordingly; Due to the nature of Distribution System Maintenance, the incumbent is required to participate in after-hours emergency repairs whenever possible regardless of being On-Call; Investigates emergency situations; Determines, and takes corrective action to resolution
- ✓ Performs in strict compliance with IOSHA safety standards, Utility Policies and Procedures, as well as applicable Federal, State, and local codes, regulations, and requirements
- ✓ Maintains current knowledge of maintenance technologies, trends, techniques, and processes through ongoing training, study, and continuing education; Promotes a positive image of the Utility through interaction with fellow employees, vendors, contractors, and the general public

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### **Knowledge, Skills, and Abilities**

**Knowledge of:** Current principles, practices, and procedures associated with the construction and maintenance of underground infrastructure; General Industrial Standards for workplace safety; Basic use of personal computer for data-entry, schedule management, email, and internet research

**Skills Demonstrated in:** Mechanical aptitude; Heavy equipment operation; Effective communication; Interpersonal interaction; Reasoning and problem solving; Comprehension; Multi-tasking; Self-Motivation

**Ability to:** Perform heavy manual labor using a variety of tools and equipment; Listen to and understand technical information and ideas presented through oral and written communication; Read and interpret basic maps and blueprints; Quickly recognize unusual or threatening circumstances and initiate proper response; Establish and maintain effective working relationships; Effectively respond to conflict, contacts, inquiries, and complaints; Effectively work independently or as part of a team; Apply knowledge of principles, standards, and practices as defined above

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### **Physical Demands or Unusual Conditions**

While performing required duties, the incumbent is regularly required to work outside on remote construction sites and locations; is frequently required to maneuver and navigate uneven surfaces, steps, stairs, ladders, platforms, and restricted isle-ways and walk-ways; may work in or around confined spaces; is often exposed to extreme weather conditions including: heat, cold, wind, rain, sleet/snow; is often required to perform manual labor including lifting of up to 80 pounds

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**Additional Requirements**

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

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Marion Utility Service Board Authority

\_\_\_\_\_  
Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

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Employee Signature

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Date