



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

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<b>Job Title</b>	Maintenance Technician	<b>Employment Status</b>	Full-Time
<b>Utility Division</b>	Storm-Water	<b>EEO Code</b>	7-A
<b>Workgroup/Unit</b>	System Maintenance	<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 maintenance functions within the Storm-Water Division; This position provides for the installation, care, and maintenance of physical and mechanical processes and equipment associated with storm and wastewater collection systems and appurtenances

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### **Supervision Received and Exercised**

Works under Supervision of the Storm-Water Division Operation and Maintenance 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 in mechanical, electrical, underground construction, and/or collection system maintenance position; Demonstrated knowledge and experience in the operation and maintenance of storm-water/wastewater collection 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; Certification associated with collection system operations is preferred

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### **Essential Duties and Responsibilities**

- ✓ Participates in work associated with the installation and maintenance of collection system infrastructure, equipment, systems, and associated appurtenances; Identifies unusual issues and problems related to machinery, equipment, controls, and infrastructure and through consultation with Division Supervisor, determines and implements corrective action; May be assigned leadership responsibilities for a given task or project

- ✓ Performs a variety of monitoring, maintenance and repair activities associated with storm-water and wastewater collection systems; Inspects, maintains, and repairs pumping stations including associated valves, pumps, and controls; Using specialized equipment and machinery, removes debris from storm, sanitary, and combined sewers; Maintains, repairs, and rebuilds associated structures such as inlets and manholes; Assists in troubleshooting, maintaining, repairing, replacing, installing, constructing, and/or rebuilding a variety of associated systems and appurtenances; Performs preventive and corrective maintenance activities, as well as a full range of general maintenance duties including; vehicle maintenance, cleaning, painting, building and grounds maintenance, etc.; Documents and maintains records associated with maintenance and work activities
- ✓ Operates and maintains video surveillance equipment for the purpose of collection system inspection; Operates a variety of heavy equipment, trucks requiring CDL, vehicles, forklift, tractors, and mowers; Uses, with proficiency, a variety of hand-tools, power-tools, welder, torch, 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 collection system maintenance and equipment operation; 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, Reasoning and problem solving; Effective communication; Interpersonal interaction; 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 in a workshop, outside on remote locations, and throughout the facility; is frequently required to maneuver and navigate uneven

surfaces, steps, stairs, ladders, platforms, and restricted isle-ways and walk-ways; routinely work in or around construction sites, excavations, and confined spaces; is often exposed to extreme weather conditions including: heat, cold, wind, rain, sleet/snow; is regularly 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

\_\_\_\_\_  
Date