

Class Title: Utilities Systems Technician

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Administers automated Utilities systems, including but not limited to those systems which report operations of pumping stations, wet wells, and sewage backups; or records preventive maintenance, labor and material expenditure used for repair and maintenance functions, customer complaints of service requests, inventory control, and asset management inspection/valuation; and which interface with the City’s GIS record systems. Analyzes system(s) data, may perform trouble shooting to alarms generated by the system(s), assists with installation of new system components, trains other staff in complexities of developing system(s).

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Maintains departmental computer systems whose malfunction presents a significant risk to public health by overseeing system updates, installation of system components, and program developments.
2	S	Monitors data input into system; Performs system data trend analyses; Diagnoses system error messages and alarms and either performs repairs or notifies appropriate resources of necessary repairs. Troubleshoots and repairs system(s) as necessary.
3	S	Supervises personnel by assigning tasks, setting schedules, setting objectives, developing policies and procedures, providing information, coordinating special projects, generating reports, data manipulation and data correction or restoration, training and assisting staff and supervisors in use of computer system, providing information and resolving problems.
4	S	Trains departmental staff in system(s) capability and operation, data trend analysis, and basic system repair.
5	S	Generates reports, gather statistics, discusses system performance issues to identify needed improvements. May assist with budgetary estimates and preparation.
6	L	May be required to perform other duties, such as attending computer related conferences.

CSC Adopted: May, 2006, CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years of relevant experience.
Certifications and Other Requirements	Valid Driver's License .
Reading	Work requires the ability to read documents, engineering drawings, proposals, contracts, training material, and technical manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write system documentation and correspondence.
Managerial	Managerial responsibilities include planning meetings, maintaining computer applications, training staff, and resolving technical problems.
Budget Responsibility	Prepares documents and conducts research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Provides direct supervision of personnel assigned to the Utility Systems Group.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: May, 2006, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Training personnel
Sitting	C	Computer, desk work, meetings, driving
Walking	F	Inter-office, To/from meetings
Lifting	O	Computers, monitors, printers, boxes
Carrying	O	Computers, monitors, printers, boxes
Pushing/Pulling	O	Dollies, handcarts, conduit, wire/cable
Reaching	O	Computers, monitors, printers, office equipment, boxes
Handling	O	Computers, monitors, printers, office equipment
Fine Dexterity	C	Computer keyboard, installing computer equipment, telephone keypad, calculator
Kneeling	O	Installing equipment
Crouching	O	Installing equipment
Crawling	O	Repairing pumping station malfunctions.
Bending	O	Installing equipment, picking up boxes
Twisting	R	Installing equipment
Climbing	O	Ladders
Balancing	O	Ladders
Vision	C	Computer, desk work, installing equipment, reading, driving
Hearing	C	Staff, supervisor, fire and paramedics, telephone, meetings, radio, training

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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Talking	F	Staff, supervisor, fire and paramedics, telephone, meetings, radio, training, vendors
Foot Controls	F	Operating radio equipment, driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, Standard Microsoft Windows and Office software, laser or inkjet printer, Eyretel recorder, Dictaphone recorder, Motorola radio system, adding machine, 911 telephones, hand tools, headphones, portable radio, pager, visual aids, digital equipment, tape drive, Eyretel reproducer, PISTOL, SQL, paging software, NCP500, MDT480, MDT4405, wireless phone, multimeter

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	X
Chemical Hazards	M	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	M	Noise and Vibration	W	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	--
Explosives	N	Wetness/Humidity	M	Outdoors	--
Communicable Diseases	M	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)

