

UTILITIES DISTRIBUTION TECHNICIAN II

Function of Job:

Under broad supervision of designated supervisor, perform duties related to the design, installation, mapping, repair, maintenance and operation of utility distribution systems.

Characteristic Duties and Responsibilities:

1. Research and recommend equipment and cost for repairs
 - a. Help prioritize a budget
 - b. Inform AVP on the best way forward of mission critical impacts of emergency repairs
 - c. Maintain critical supply inventory
 - d. Complete R&R funding requests for future replacement of campus utilities
2. Schedule and supervise outside contractors performing rehabilitations and repairs and inspects their finished installations when on campus.
3. Install or oversee installation, inspect, repair, maintain and operate campus distribution systems for potable water, heating water supply and return, domestic hot water supply and return, chilled water supply and return, storm water, waste water, steam and condensate.
4. Identify priorities and develop detailed requirements for utility distribution system major repair and upgrade projects.
5. Assist engineering consultants and projects managers in condition assessment and project design and construction.
6. Coordinate and work with the town public works staff in potable water and waste system operation, hydrant flushing, maintenance and repair.
7. Inspect, maintain and repair sewage lift stations.
8. Inspect, maintain and repair underground utility tunnels, trenches and pits.
9. Coordinate and advise staff and outside consultants with utility distribution design and expansion activities such as flow test, system capacity investigations, and code/ordinance compliance.
10. Perform utility system mapping and data entry duties use of GIS ground stations and related computer software.
11. Install and maintain hydrant meter boxes for temporary water service to construction projects.
12. Ensure institutional compliance with EPA Storm water and Wastewater permits.
13. Serve as lead storm water/wastewater technician, as assigned.
14. Support facilities zones and other campus entities as needed.
15. Participate in institutional professional development and training.
16. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or equivalent.
2. Two years of experience in utility distribution at higher education institution.
3. Five years of utility distribution system or related experience.
4. Valid motor vehicle operator's license.
5. Computer skills required by department.
6. Sufficient strength and physical dexterity to perform duties and responsibilities.
7. Heavy work with exposure to inclement weather for prolonged periods of time.
8. Ability to work in confined spaces.
9. Ability to wear and use personal protective equipment as needed.
10. Ability to work independently.
11. Must have high level of communication skills to work with multiple departments.
12. Must be proficient with the following equipment—gas monitoring/gas monitoring recalibration/gas leak detection/confined space.
13. Willingness to respond to emergency situations and be on-call carrying pager/cell phone outside normal work hours.
14. Ability to obtain CDL (class B) license if required by department.

Additional Desirable Qualifications:

1. Potable water distribution license.
2. N.H. plumbing license.
3. Welding Skills.

9/30/2013
System Approval

8/12/2013
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.