

# **Canyon Regional Water Authority**

## **Job Description**

**Position Title:** Distribution Technician I

**Salary:** Minimum \$20.00 - \$25.00 Hourly; Commensurate with Experience

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### **JOB SUMMARY**

The Distribution Technician I is responsible for performing field work in support of utility location and/or right-of-way efforts within transfer pipeline operations. Performs maintenance duties to transmission line facilities. Responds to maintenance and construction activities during normal and emergency situations and maintains effective communication with internal and external customers, and contractors.

### **ESSENTIAL FUNCTIONS**

- Investigates assignments by responding and organizing activity during normal and emergency situations to maximize efficiency and effectiveness of work personnel.
- Performs utility locations for internal and external customers to protect CRWA assets.
- Checks engines, generators, pumps, settling tanks, filters, chemical feed systems, and other equipment.
- Lubricates, installs, dismantles, and assembles parts and equipment. Assists in loading and unloading materials.
- Participates in the troubleshooting, and preventive maintenance of a variety of equipment including pumps, piping and valves.
- Assists in leak repairs including laying and connecting water lines and transmission mains.
- Records monthly meter readings. Regulates and adjusts processes to meet changing operational needs.
- Handles meter installations and replacements.
- Properly handles chemicals necessary for the water treatment process.
- Properly collects and preserves water samples for laboratory analysis.
- Performs basic process control measurements.
- Monitors and performs housekeeping duties to ensure a safe working environment.
- Clean up of work sites and assist in the maintenance of the grounds.
- Ensures the company vehicle remains in optimal working conditions.
- Calculates basic level mathematics.
- Understands emergency response procedures.
- Participates in various special projects.
- Performs other duties as assigned by the Distribution Technician Manager or Distribution Technician Lead.

## **DECISION MAKING**

- The Distribution Technician I works under the Distribution Technician Manager and Distribution Technician Lead.

## **MINIMUM REQUIREMENTS**

- High School Diploma or GED.
- Obtain a Class D Texas Water Distribution License within 1 year of assignment. An extension to this requirement is determined by the discretion of CRWA administration. Must maintain license renewals.
- Strong working knowledge of Microsoft 365 products, Outlook, and Adobe Acrobat Pro.
- Valid Class “C” Texas Driver’s License consistent with CRWA driving policies.

## **PREFERED QUALIFICATIONS**

- Class “C” Texas Water Distribution License.
- Class “B” Commercial License.
- Strong working knowledge of SCADA system, and the GIS System.
- Forklift Certified.
- Heavy Equipment Certified.
- Bilingual in Spanish.

## **JOB DIMENSIONS**

- Communicates effectively, verbally and in writing.
- May have contact with internal and external customers, regional purveyors, governmental agency representatives, landowners and permit holders, stakeholders, general public, consultants, and vendors.
- Travel to different sites and locations in company vehicle is required.
- May be required to work hours other than the regular schedule including nights and weekends.

## **PHYSICAL DEMANS AND WORKING CONDITIONS**

- Physical requirements include lifting/carrying up to 50 pounds occasionally; pushing a maximum force of 55 pounds. Subject to standing, sitting, walking, climbing, bending, crawling, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions can be outside with frequent exposure to inclement weather; water; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; deep excavations; and animals, snakes and poisonous insects. Must use personal protective equipment.