

**City of Hastings**  
 COUNTY OF BARRY, STATE OF MICHIGAN

<b>JOB DESCRIPTION</b>	
<i>UTILITY TECHNICIAN UTILITIES – DEPARTMENT OF PUBLIC SERVICES</i>	
<b>Supervised by:</b>	Utilities Superintendent or their assigned representatives.
<b>Supervises:</b>	No supervisory responsibilities.
<b>General Summary:</b>	Performs skilled and semi-skilled tasks related to the operation, maintenance, and repair of the City of Hastings water treatment plant, wastewater treatment plant, supply wells, elevated storage tanks, booster station, water meters, water distribution system, sanitary sewer system, lift stations and step sewer system. Position responsibilities include the daily lab, operation, repair, and maintenance of all buildings and equipment, that includes: bar screen, pumps, clarifiers, blowers, aerator tanks, sludge tank, solid waste press, UV disinfection, SCADA control system, vertical turbine pumps, iron removal filters, chemical feed systems, water services, water mains, valves, hydrants and working with the public or any other tasks as assigned by the Utilities Superintendent or assigned representative.
<b>Essential Job Functions:</b>	
<b>1</b>	Assists in all aspects of water and wastewater treatment plant, including the operation, maintenance, and repair of all equipment, performance of lab procedures and other related work as required.
<b>2</b>	Operates control panels, pumps, blowers, mechanical equipment, valves, and other related equipment as required.
<b>3</b>	Operates trucks, tractors, skid steers, and other motorized equipment.
<b>5</b>	Loads and moves materials, chemicals, furniture, and equipment.
<b>6</b>	Maintains and performs repairs on vehicles, mechanical equipment, and power tools, facilities as required.
<b>7</b>	Assists in all aspects of the sanitary sewer collection system including lift station operation, maintenance and repair, and township step system operation, maintenance and repair and other related work as required.
<b>8</b>	Assist in all aspects of the water department including meter reading, meter replacement, water shut offs and other related work as required.
<b>9</b>	Understanding, implementing, following EGLE permits, reporting, and procedure requirements.
<b>10</b>	Ability to work well with others or independently as situation requires.
<b>11</b>	Ability to complete assigned tasks in the time allotted and with strong

	attention to detail.
<b>12</b>	Performs all other work as required.
<b>Required Knowledge, Skills, Abilities and Minimum Qualifications:</b>	
<input type="checkbox"/>	Over 2 years work experience, as a utility operator for a public water or sewer treatment plant.
<input type="checkbox"/>	Currently hold at least two (2) State Licenses for of the three listed: Wastewater Treatment Plant (D min.), Water Treatment Plant (D-4 min.), or Water Distribution System (S-4 min.).
<input type="checkbox"/>	a high school diploma or GED is required, some college coursework is preferred.
<input type="checkbox"/>	Possession of a Class "B" Commercial Driver's License with air brakes endorsement valid in the State of Michigan at time of hire or within 6 months of hire.
<input type="checkbox"/>	Knowledge of water or wastewater laboratory equipment, procedures, and skill in applying them to successfully sample, test, correlate and report. Understanding of EGLE testing level parameters.
<input type="checkbox"/>	Knowledge of mechanical repair tools and procedures, and skill in applying them in maintaining and making minor repairs to a variety of vehicles, mechanical equipment, and power tools.
<input type="checkbox"/>	Knowledge of safety practices, tools, procedures and materials utilized in common public works maintenance and repair operations, and skill in applying them in regular and emergency assignments in a safe and efficient manner.
<input type="checkbox"/>	Knowledge of basic tools and procedures of basic carpentry, painting, plumbing, and cement finishing, and skill in applying them in maintaining and making minor repairs to City buildings and related facilities.
<input type="checkbox"/>	Familiarity with standard construction specifications, construction methods and materials.
<input type="checkbox"/>	Skill in making basic mathematical calculations and in following written and oral instructions.
<input type="checkbox"/>	Skill in establishing and maintaining effective working relationships, and use good judgment, initiative, and resourcefulness when dealing with employees, vendors, contractors, and the general public.
<input type="checkbox"/>	Skill in handling customer complaints and upset or irate citizens.
<input type="checkbox"/>	Skill in compiling and maintaining maintenance data.
<input type="checkbox"/>	Ability to work effectively under stress, in emergencies, and during non-standard hours.
<input type="checkbox"/>	Ability to travel to various locations within the City and into the Townships.

□	Requirement of 2+ years described above.
<b>Physical Demands and Work Environment:</b>	
<p>The physical demands and work environment characteristics described here are representative of those an employee is likely to encounter while performing the essential job functions of this position. While performing the essential job functions of this position an employee is regularly required to communicate with others in person and on the phone. The employee is frequently required to perform work in the field and may be exposed to adverse weather conditions. An employee is occasionally required to lift and/or move items of considerable weight. An employee is occasionally required to carry 50 pounds over uneven terrain for short distances. An employee is periodically exposed to working in traffic situations where safety practices will be required. The noise level in the work environment is moderate and can occasionally be very loud.</p>	
<b>Date Created: 11.15.2022</b>	
<b>Dates of Revision: 1.20.2023</b>	