
Auburn University Job Description

Job Title:	Tech, Utilities	Level I	Grade 28 \$22,300 - \$37,200
Job Code:	NB61	Level II	Grade 29 \$25,000 - \$41,700
FLSA status:	Non-exempt		

Job Summary

Operates and maintains water, gas, and sanitary sewer systems as per University, State, and Federal guidelines; provides assistance to others in the identification and documentation of utility line locations.

Essential Functions

1. Collects point data, maps, and documents installations of the utility infrastructure.
2. Reviews contractor work of utility line installations for standards compliance and correct installation and documentation.
3. Locates utilities for contractors, surveyors, and maintenance shops.
4. Performs or directs others in the emergency response and maintenance for the water, gas, sanitary, and storm sewer systems.
5. Reads meters and records usage for utilities and reports meter readings to Energy Managers.
6. Provides on-site guidance for the resolution of utility conflicts.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in installation, maintenance, and repair of utility systems

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/9/2013
