
Auburn University Job Description

Job Title: **Tech I, Utility Services**

Grade: ST11 \$35,500 - \$53,300

Job Code: **AC21**

FLSA status: Non-exempt

Job Family: Facilities, Maintenance, & Operations

Job Function: Utilities

Job Summary

Under direct supervision, assists with standard tasks involving the installation, operation, and maintenance of domestic water, natural gas, storm water, and sanitary sewer utility systems on campus. Additional tasks include underground utility locate services, data gathering for mapping all underground utilities, conducting inspections, performing minor repairs, and installation/maintenance of utility meters.

Essential Functions

1. Utilizes electronic devices to locate underground utilities prior to excavation work. Utilizes utility maps as reference and provides color coded markings on the ground to define location. Communicates with excavator site personnel as necessary to provide additional information. Must be able to read and understand utility maps, civil and survey drawings. Collects data, maps, and documents installations of the utility infrastructure. Performs work using standard line locate and GPS instruments, computers, tablets, and smart phones. Communicates with Project Managers, Superintendent of projects and other contractor personnel to discuss requirements, schedule, and status of work. Unusual or difficult issues are referred to higher level utility technicians or supervisor for resolution.
 2. Conducts preventative maintenance on gas and water systems to include locating and inspecting valves, hydrants, meter boxes and verifying proper valve operation. Typically requires opening and closing of valves, opening and inspecting manholes, minor repairs, painting, cleaning, lubricating, and adjusting. Requires use of maintenance management system to identify activities and document findings. PM work orders are assigned and completed without direct supervision or guidance.
 3. Assists with the execution of planned and unplanned outages on domestic water and natural gas systems by operating valves to isolate sections of the system. Specific valves to operate and timing is determined by supervisor or higher-level technician. Must understand proper method to open and close valves and may use portable power-driven valve machine to perform this task.
 4. Responds to emergency or unusual conditions in water, gas, sanitary, and storm systems by inspecting the site and evaluating the situation. Typical events would be observed leaks, overflows, or backups. Reports to supervisor and recommends course of action to correct abnormal conditions. Coordinates support resources as necessary and provides status updates on correction.
 5. Supports the Utility Services metering and billing process. Reads meters and records consumption, documents meter installations, troubleshoots, and resolves problems. Requires knowledge of meter setup and meter reading methods.
 6. Assists with system inspections to determine asset conditions and develop designs for additions and improvements. Assists higher level technicians with use of a sewer camera. Assists contractor inspectors with access to manholes and pipes as needed.
 7. Supports the installations of new utilities on campus. Involves working with contractors to help resolve unexpected conflicts and questions when encountering unknown utilities during excavation. Involves inspecting and documenting damage caused by excavation, helping develop a repair plan, and monitoring the repair. Significant issues are discussed with Utility Supervisor prior to any recommendation.
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Supervisory Responsibility

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	
Experience (yrs.)	2	Experience in installation, maintenance, and operation 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

Pre-Employment Screening Requirements

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting up to 100 pounds.

Ability to see information in print and/or electronically.

Date: 9/13/2023
