
Auburn University Job Description

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

Grade: ST13 \$40,400 - \$64,600

Job Code: **AC22**

FLSA status: Non-exempt

Job Family: Facilities, Maintenance, & Operations

Job Function: Utilities

Job Summary

Under general supervision, performs moderately complex classes of work associated with 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, inspections, performing minor repairs, and installation, programming, and maintenance of utility meters.

Essential Functions

1. Uses electronic devices to locate underground utilities under the most complex conditions. Uses utility maps as reference and provides color coded markings on the ground to define location. Handles the utilities that are deep, embedded in buildings and concrete, in conflict with other utilities, and in heavily congested sites on campus independently. Assists contractors with problem resolution and makes recommendations prior to excavation work. 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 advanced line locate and GPS instruments, computers, tablets, and smart phones. Should have a thorough understanding of line locate methods and utilities installed on the campus and be able to perform the most difficult locates accurately and completely. Communicates with Project Managers, Superintendent of project and other contractor personnel to provide recommendations, discuss requirements, schedule, and status of work.
 2. 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, making repair recommendations and monitoring the repair plan. Can act independently in field with only most complex problems referred to the supervisor for resolution.
 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. Coordinates support resources as necessary and provides status updates on correction. Can act independently in the field with only the most complex issues referred to the supervisor.
 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. Works independently to accomplish task and only refers the most complex issues to supervisor.
 6. 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
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Auburn University Job Description

and document findings. PM work orders are assigned and completed without direct supervision or guidance.

7. 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. Assist contractor inspectors with access to manholes and pipes as needed. Makes recommendations when deficiencies are observed.

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Associate's Degree	Associates degree in a technical field is required.
Experience (yrs.)	5	Experience in installation, maintenance, and operation of utilities systems. Experience using several types of electronic line locate devices and GPS equipment. Experience with the design and operation on natural gas, domestic water systems, and proper isolation techniques. Experience with water and gas metering systems including automatic meter reading and programming systems. Experience should show increasing levels of responsibility and accountability.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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

Staking University Locate Certification of Locate Competence (Four Modules).

1. The Basics
2. Creating the Circuit
3. Analyze
4. Near Myths

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.

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 50

Auburn University Job Description

pounds.

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

Ability to see information in print and/or electronically.

Date: 9/13/2023
