



JOB INFORMATION

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| Job Code | NB61A |
| Job Description Title | Tech I, Utilities |
| Pay Grade | ST09 |
| Range Minimum | \$35,610 |
| 33rd % | \$40,360 |
| Range Midpoint | \$42,730 |
| 67th % | \$45,110 |
| Range Maximum | \$49,850 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/9/2013 |

JOB FAMILY AND FUNCTION

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|---------------|-----------------------------|
| Job Family: | Production & Skilled Trades |
| Job Function: | Utilities |

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.

RESPONSIBILITIES

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

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-----------------|-----------------------------------|-----|---------------------|--|--|
| High School | High School Diploma or equivalent | and | 2 years of | Experience in installation, maintenance, and repair of utility systems | |

Substitutions Allowed for Experience: Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of office rules, procedures and operations that require previous training and experience to perform.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|--|--------------------------------|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | Required | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | X | | |
| Walking | | | | | X | |
| Sitting | | X | | | | |
| Lifting | X | | | | | |
| Climbing | | | | X | | |
| Stooping/ Kneeling/ Crouching | | | | | X | |
| Reaching | | | | | X | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically.