

NEW CASTLE COUNTY GOVERNMENT

Number 1339

CLASS SPECIFICATION

Page 1 of 2

Date 01/20/12

Title: UTILITY TECHNICIAN

Approved:

Valencia D. Seitz

GENERAL STATEMENT OF DUTIES: Performs general investigative work of a technical nature relating to the sanitary sewer system; processes all non-emergency Miss Utility tickets including all sanitary sewer location markings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class reviews, coordinates and processes all non-emergency Miss Utility tickets including all sanitary sewer location markings; performs infiltration and inflow studies; performs or conducts various other studies on the sanitary sewer system; searches out unmapped sewer lines or buried sanitary sewer manholes using survey and/or other instruments and reports their locations so that others will be able to find the sewer, and performs various tests on the sanitary sewer system. This employee may be required to enter private property to inspect connections of that property to the sanitary sewer system. This employee works under the supervision of the Superintendent of Sewer Maintenance or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Reviews, coordinates and processes all non-emergency Miss Utility tickets, including all sanitary sewer location markings;
- Assists in establishing and maintaining an inventory of the sanitary sewer system and assists with rating of the condition of the system;
- Inspects the condition of the sanitary sewer system and makes reports of such;
- Performs work safely in accordance with New Castle County safety policies, procedures, and practices and insures that work performed by subordinates is also performed safely;
- Searches out mapped and unmapped sewer lines and buried sanitary sewer manholes utilizing field investigations, sanitary sewer maps, construction drawings, GIS or ArcView software, survey and other instruments and reports their locations so that others will be able to locate the sanitary sewer;
- May assist sewer maintenance crews;
- Performs routine sanitary sewer manhole checks of complete sections of the sanitary sewer system to determine known or potential problems and records the results;
- Prepares written and makes verbal reports of the sewer system conditions and other reports as required;
- Inspects, marks, and studies existing building connections and laterals;

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Page 2 of 2

Date 01/20/12

Title: UTILITY TECHNICIAN

Approved:



- Assists with locating sanitary sewer lines;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of interpreting sanitary sewer maps and sanitary sewer construction drawings and specifications; good knowledge of basic surveying operations and instruments; good knowledge of sewer construction and causes of sanitary sewer line problems and their remedies; ability to operate a personal computer; good working knowledge of computer software systems including Hansen, ArcView, Microsoft Word and Excel, and other standard office automation applications; ability to communicate courteously and effectively with the public and colleagues regarding the sanitary sewer system, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least one (1) year sub-professional engineering work involving sanitary sewer construction, maintenance, or operations and Miss Utility/utility locating experience and possession of a high school diploma or GED; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class II County physical examination and background check.

HISTORY OF REVISIONS:

Established: 01/20/12