

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Utilities Systems Specialist	Job Family: 6
General Classification: Front-Line	Job Grade: 26

Definition: To perform skilled maintenance work in an assigned area of responsibility such as water and/or wastewater system maintenance and to provide technical supervision over assigned utility system maintenance personnel.

Distinguishing Characteristics: This is the advanced journey-level class in the Utilities Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance duties related to area of assignment and providing technical supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Positions at this level may, and often do, exercise technical supervision over lower-level positions.

Supervision Received and Exercised: Receives direction from an assigned supervisor; exercises technical supervision over assigned utility systems personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provide technical supervision over assigned utility systems personnel; review work and control quality of work; provide input into employee evaluations.
2. Assist in developing work plans, procedures and schedules related to utility system preventative maintenance and repair.
3. Assist in ordering supplies and equipment for work projects, and maintain receipts of purchases.
4. Assist in developing budget figures for equipment.
5. Perform preventative maintenance on equipment, machinery and control systems related to wells and other water sources, pumping stations and storage facilities according to Standard Operating Procedures.
6. Perform preventative maintenance on equipment, machinery and controls related to wastewater pumping, storm water pumping and other pumping systems and stations.

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7. Clean, repair and adjust electrical control systems, mechanical equipment, hydraulic control valves, pump control valves and various related instruments; read electrical schematics for troubleshooting.
8. Perform any duties assigned to utility systems technical staff.
9. Handle complaints and answer questions from the public.
10. Perform emergency repairs, as necessary; coordinate staff in performing emergency repairs.
11. Perform adjustments on equipment; maintain tools and equipment in working order.
12. Maintain logs of daily activities.
13. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of water supply systems and wastewater pump stations, including electrical systems; equipment related to utility system maintenance; principles and practices of reviewing and evaluating other's work; principles and practices of safety related to areas of assignment; trenching, shoring and electrical safety practices; pertinent department or division rules and procedures; and pertinent traffic laws related to area of assignment.

Ability to: Operate equipment skillfully and safely; perform complex utility system maintenance duties; perform heavy manual labor; communicate clearly and concisely, both orally and in writing; assign and review the work of others; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of responsible utility system experience either in water and/or wastewater. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course prior to or within two years of appointment.

Required Licenses or Certificates: Possession of a valid Class C California driver's license. Possession of a California State Department of Health Services Grade II Water Treatment (T-2) Operator's License and a Grade II CWPCA Mechanical Technologies

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Certificate at the time of hire. Possession of a California Department of Public Health Services Grade II Water Treatment Operator's License must be obtained within two years after the date of hire. Possession of a Grade I CWEA Collection System Certificate and an American Water Works Association Grade II Water Distribution (D-2) Operator Certificate are highly desirable.

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Established: February 1999

Revised: July 2009

HRD/CLASS SPECS

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