

# Manchester Water District

## JOB DESCRIPTION

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<b>POSITION:</b>	Service Technician I - III
<b>SALARY:</b>	\$30.39 - \$46.67 per hour; DOE
<b>FLSA STATUS:</b>	Non-exempt
<b>REPORTS TO:</b>	Operations Foreman
<b>EFFECTIVE DATE:</b>	May 2026

### GENERAL POSITION SUMMARY:

Experienced level position that performs various manual labor activities, equipment operation, and routine and scheduled activities in support of the operation, maintenance, repair, and construction of the public water system and related facilities. Position may also assist with the training of less experienced technicians.

### ESSENTIAL DUTIES:

- Provide maintenance, repair, and/or installation of District production and distribution infrastructure (meters, valves, pipe, facilities, hydrants, etc.).
- Collect state regulatory agency water samples so that finished water meets all applicable state/federal regulations for quality and quantity.
- Respond to system emergencies as appropriate.
- Flushing of water mains and tracking water loss.
- Read water meters for utility billing.
- GIS and GPS data collection and inputting.
- Check for leaks, high/low pressure and other water service problems.
- Knowledge of SCADA and troubleshooting communication issues is desired.
- Perform maintenance activities for vehicles, hydrants, meters, mains and valves.
- Ensure adequate job-related documentation, job cost forms, time sheets, permits, and other related documentation as required to perform tasks and projects in an efficient and compliant manner.
- Perform daily rounds, customer service requests, and locating of underground infrastructure.
- Perform standby and callback duty as a first responder on a rotational basis.

### SECONDARY DUTIES:

- Provide crew training as requested.
- Participation in safety meetings.
- Responds to inquiries and complaints as appropriate.
- Maintain pumping and storage facilities, heavy equipment, and tools.
- Repair, replace, and maintain water meters.
- Other duties as assigned.

## **JOB PRESSURES:**

Position can be complex due to system emergencies that require prompt technician response. Technicians must develop an understanding of District hydraulics, pressure zones, including the knowledge and ability to repair system components. Position experiences regular interruptions and constantly changing priorities.

## **INTERPERSONAL SKILLS:**

Communication and customer service skills are important as this position interacts with the public, consultants, and contractors. This position is responsible for modeling and adhering to District values.

## **DESIRED MINIMUM QUALIFICATIONS:**

### Education and Experience:

- High School diploma or GED.
- Higher education or vocational training in engineering, SCADA, GIS, waterworks treatment and/or plumbing/pipefitting preferred.
- One (1) or more years of increasingly responsible experience as a water system operator.

### Certifications/Licenses:

- Washington State Driver's License.
- Washington State Water Distribution Manager I or higher.
- Cross-Connection Control Specialist (or within 1-year).
- A valid Washington State Class B Commercial Driver's License, with an acceptable driving record is preferred.
- Washington State Traffic Control Flagger certification (or within 1-year).
- First-Aid/CPR/AED certification (or within 1-year).

### Knowledge, Ability and Skills:

- Good customer relations and communication skills, including tactfully working with difficult and unreasonable customers or citizens.
- Technical knowledge of water utility systems including troubleshooting and maintenance.
- Ability to read and understand mechanical drawings and blueprints.
- Ability to work effectively with water District personnel and the public.
- Skills and/or ability to operate heavy equipment and light equipment.
- Good reasoning, judgement and decision-making skills.
- Ability to organize own work assignments and work independently.
- Basic familiarity with computers and data entry, including use of word processing, spreadsheets, and mapping software.
- Ability to read, write, speak and understand English.
- Ability to serve periodic and rotational weeklong "on-call" assignments as a first responder.
- Knowledge of safe working procedures.

### Physical Requirements And Potential Hazards:

The proceeding identifies the physical demands and potential hazards typically encountered by the position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act (ADA). The following is a brief explanation of each rating given below:

- **Not Applicable.** Not applicable or not required of the position.
- **Not Essential.** Requirement is present but is not essential to the position.
- **Occasional.** Occasional (up to 33% of working time) yet essential to the position. Example: a lifeguard swims only occasionally but it is essential that a lifeguard be able to swim.
- **Frequent.** Between 34% and 66% of working time.
- **Continuous.** Between 67% and 100% of working time.

Activity	Not Applicable	Not Essential	Occasional	Frequent	Continuous
Sitting				X	
Walking					X
Standing					X
Running			X		
Bending or twisting					X
Squatting or kneeling					X
Reaching above shoulder level					X
Climbing (i.e., ladders)					X
Driving cars, light duty trucks					X
Driving heavy duty vehicles					X
Using foot controls					X
Repetitive motion of hands and/or fingers					X
Grasping with hand(s), gripping					X
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds				X	
Lifting/carrying more than 50 pounds			X		
Pushing/pulling					X
Work in or exposure to inclement weather					X
Work in or exposure to cold weather					X
Exposure to dust, chemicals, and/or fumes				X	
Use of hazardous equipment					X
Work at heights (reservoirs, etc.)			X		
Exposure to electrical current			X		
Seeing objects at a distance					X
Seeing objects peripherally					X
Seeing close work (i.e., typed material)					X
Distinguishing colors					X
Hearing conversations and/or sounds					X
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing and reading				X	
Distinguishing odors by smell					X
Exposure to aggressive/angry people			X		
Respiratory protection needs			X		
Exposure to work in confined spaces				X	
Other (specify)					

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager Signature

\_\_\_\_\_  
Date