

Hellertown Borough Authority

Job Description

Position: **Utility Technician**

Reports to: **Chief Utility Operator**

The Hellertown Borough Authority is seeking a dedicated individual to take on our mission of providing continuous water and sewer services for the Borough of Hellertown. Individual should be able to work in a team environment, be motivated to go above and beyond for customers, and have general mechanical abilities to assist in daily operations. Interested individuals should be aware that we operate 24/7, in all weather conditions. The utility industry provides a fulfilling, long term career possibility, with opportunities for personal enrichment.

All qualifications should be submitted to the Hellertown Borough Authority office at 501 Durham St., PO Box 81, Hellertown, Pa 18055. Qualifications may also be emailed to service@hellertownwater.org.

Position Responsibilities:

- Perform changes in water system controls in accordance with regulatory requirements.
- Operate a variety of tools including wrenches, hammers, chisels, pick, shovel, rake, jack hammer, tamper, drills, power tools, gauges, metering equipment, sewer flusher, atmospheric analyzer, blower, safety harness, and any others required to be used in either the water or sewer system in the course of normal duties.
- Read and install water meters.
- Communicate with customers and explain water quality, pressure, and other related subjects when requested.
- Repair and replace curb boxes, curb stops, water valves and valve boxes.
- Terminate customer water service in conformance with the Authority collection process.
- Well station maintenance.
- Perform routine maintenance of pumps such as lubrication, oil change, etc.
- Perform simple plumbing and electrical repair at Authority facilities
- Use electronic locators and detectors to locate and identify underground facilities and mark the same to avoid excavation accidents or damage.
- Exercise valves and fire hydrants.
- Perform hydrant repairs and/or assist in fire hydrant replacements.
- Sewer system maintenance including internal inspection, flushing, leak repairs, and sewer meters.
- New water system connections using a wet tap machine and installing service lines and valves.
- New sewer system connections using a tapping machine and installation of sewer saddles and service lines.
- Keep routine records and reports.
- Perform heavy manual labor in excavating streets, backfilling with stone, gravel or concrete, shoveling, raking, loading, unloading, operating equipment and other work related to leak repairs or maintenance.

Qualifications:

- High school graduate or GED equivalent.
- PA Certification as a Water System Operator, preferred, or ability to obtain Certification within two (2) years
- Possession of a valid Pennsylvania Driver's License.
- CDL – preferred
- Instrumentation Experience - preferred
- Ability to be on-call and respond to work on a 24-hour basis.
- Experience in utility or other related construction work.
- Knowledge of the safe operation of all tools and equipment used in construction or maintenance.
- Ability to train and learn the effective practices related to water and sewer service work.
- Ability to operate a motor vehicle in a safe manner.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform good customer service and assist customers when necessary.
- Ability to perform higher level work and lead other lesser trained personnel.
- Ability to lift 50-pound items as part of normal activity.
- Ability to keep routine records and reports.