



OFFICE OF HUMAN RESOURCES
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JOB ANNOUNCEMENT TITLE: TECH I – IV UTILITY MAINTENANCE

RECRUITMENT STATUS: In-house/Public

ANNOUNCEMENT #: POS-48-22

SALARY: Tech I - Grade 4, \$17.2026 - \$18.9229 per hour

DEPARTMENT: Sewer Maintenance

Tech II – Grade 5, \$18.5810 – 20.4391 per hour

Tech III – Grade 6, \$20.0700 – 22.0770 per hour

Tech IV – Grade 7, \$21.6694 – 23.8363 per hour

STATUS: Full Time

FLSA STATUS: Non-Exempt

At the City of Frederick, we value diversity and the respect, engagement and productivity in an inclusive environment produces. We seek to consistently improve internal and external customer satisfaction, innovate and expand capability of services, and be a government that practices equality, equity, and fairness. We invite you to bring your skills, abilities, and knowledge to The City of Frederick and be a valued addition to a workforce that we know is our greatest asset.

Frederick is a progressive, richly diverse, and authentically charming city. Recognized as one of the best places to live in Maryland, Frederick is surrounded by mountain views and centrally located about 45 miles north of Washington D.C. and 45 miles west of Baltimore, MD.

JOB SUMMARY:

This is manual work in the performance of limited skilled tasks of a physically demanding nature. An employee in this class, under the general supervision of a foreman or other employee designated to supervise, assists in the activities involved with installing, maintenance, repairing, servicing, enlarging and relocating wastewater and storm water facilities. The employee in this position is considered essential personnel and will be required to respond to emergencies as needed throughout the Department of Public Works.

TECH I UTILITY MAINTENANCE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates equipment, including but not limited to: pickup trucks, sewer cleaning and inspection equipment, air compressor, power mower, jack hammer, assist with the installation and maintenance of flow monitoring equipment and TV inspections
- Uses hand tools, including but not limited to: hammers, wrenches, saws, digging irons, sledgehammers, to maintain, repair or access wastewater and storm water collection system structures, mainlines, services, and facilities.
- Performs preventative/routine maintenance and repairs on wastewater and storm water collection system structures, mainlines, services, and facilities.
- Cleans wastewater and storm water collection system structures, mainlines, services, and facilities. As well as gutters, culverts, and other drainage structures.
- Responds to and addresses initial service calls received by the department and works to resolve the complaints.
- Enters data on work completed on spreadsheets and work order software. Access data from inspection software.
- Reads and understands Utility and Site Plan Maps, both paper and electronic.
- Locates and marks out the locations of the City's wastewater and storm water structures, mainlines, services, and facilities.
- Enters and performs work in confined spaces.
- Assists with digging and backfilling trenches for pipe repair or installation.
- Assist in the installation, maintenance and repair of indoor and outdoor building plumbing and fixtures.
- Assist in the set-up work zone and pedestrian controls. Flags traffic as required.
- Hauls refuse, gravel, dirt, trash, etc. Plows snow and salts roads and walkways.
- Cuts brush and weeds; spreads sand and salt on slick and hazardous roads.
- Operates air tools or light equipment used for water and sewer utility maintenance operations.
- Mixes concrete and mortar.

- Installs, lays, builds, pours, finishes, repairs and/or replaces brick, poured-in-place or pre-cast concrete structures.
- Repairs road surfaces with asphalt mix.
- Performs first echelon maintenance on assigned vehicles and equipment.
- Establish and maintain effective working relationships with City officials, co-workers, other departments, vendors, and the general public as well as employees of utilities and other agencies whose business is related to wastewater collections operation, construction and maintenance.
- Communicate information to other departments and the general public. Must communicate in a courteous and effective manner.
- Performs manual work and other duties required in DPW operations.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).

REQUIRED CERTIFICATES AND/OR LICENSES:

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.
- Successfully complete workplace training provided for confined space, first aid/CPR, and basic electric safety.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Ability to read and comprehend operating and maintenance instructions and manuals, short correspondences and memos in English.
- Ability to write routine reports and correspondences in English.
- Ability to speak in English effectively and present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance
- Proficient computer skills, with an understanding of Microsoft Office (Word, Excel and Outlook) and the ability to learn new software.
- Ability to operate a vehicle on a regular basis, observing legal and defensive driving practices.

OTHER DESIRABLES:

- Experience with heavy equipment.
- Experience with Mainline jetting and vacuuming equipment.
- Experience with buried pipe and basic plumbing skills.

TECH II UTILITY MAINTENANCE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all the duties listed under Tech I.
- Operates additional equipment to include dump trucks, crane trucks, sewer jetting trucks, backhoes, front end loaders
- Meets with contractors and homeowners to review and perform locate requests.
- Sets up work zone and pedestrian controls, flags traffic as required.
- Loads and unloads stone, gravel, dirt, asphalt, timber, and heavy mechanical equipment.
- At the Superintendent's discretion, may be assigned to the department stand-by. Stand-by is covered during nonworking hours for a week at a time, several times throughout the calendar year. Reports to work in the event of a departmental or city-wide emergency.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One (1) year related experience and/or training as a Tech I Sewer Maintenance, or equivalent combination of education and experience.

REQUIRED CERTIFICATES AND/OR LICENSES:

- All requirements listed in Tech I above.
- Valid Class B CDL license with air brake & tanker endorsement in good standing with satisfactory driving record that meets insurability standards of the City's insurance carrier. The license must be maintained throughout employment.
- Flagger Certification.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Ability to read and comprehend operating and maintenance instructions and manuals, short correspondences and memos in English.
- Ability to write routine reports and correspondences in English.
- Ability to speak in English effectively and present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance
- Proficient computer skills, with an understanding of Microsoft Office (Word, Excel and Outlook) and the ability to learn new software.
- Ability to operate a vehicle on a regular basis, observing legal and defensive driving practices.

TECH III UTILITY MAINTENANCE**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs all of the duties listed under Tech II.
- Assigned to the department stand-by. Covered during nonworking hours for a week at a time, several times throughout the calendar year. Reports to work in the event of a departmental or city-wide emergency
- Occasionally provides work direction to a small crew as directed by the department Superintendent
- Uses level and transit to obtain and/or establish grade, elevations and alignments.
- Performs maintenance work such as setting forms and inlets, curbs and gutters.
- Answer telephone, emails and /or communicate information to vendors, contractors, other departments, and the general public. Must communicate in a courteous and effective manner.
- Installs, maintains and repairs indoor and outdoor building plumbing and fixtures.
- Digs and backfills trenches for pipe repair or installation.
- Responsible for advising Foreman of items to be completed on various jobs.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- Two (2) years related experience and/or training as a Tech II Sewer Maintenance, or equivalent combination of education and experience.

REQUIRED CERTIFICATES AND/OR LICENSES:

- All requirements listed in Tech II above.
- Maryland Temporary Traffic Control Manager's Certification.
- Apply for Temporary MDE Wastewater Collection II Operators license.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Ability to read and comprehend operating and maintenance instructions and manuals, short correspondences and memos in English.
- Ability to write routine reports and correspondences in English.

- Ability to speak in English effectively and present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance
- Proficient computer skills, with an understanding of Microsoft Office (Word, Excel and Outlook) and the ability to learn new software.
- Ability to operate a vehicle on a regular basis, observing legal and defensive driving practices.

TECH IV UTILITY MAINTENANCE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all of the duties listed under Tech III.
- Assists in planning, coordinating and scheduling work for assigned crews.
- Assists Engineering Dept. and GIS Department with creating/updating drawings and maps of the sanitary sewer mainlines, laterals, manholes, and pump stations within the City.
- Advises Superintendent on items needed for annual budget.
- Work with vendors to acquire quotes on equipment, supplies, and services needed in the department.
- Give input on new hires and participate on interview panels.
- Will fill in for the foreman if needed.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- Two (2) years related experience and/or training as a Tech III Sewer Maintenance, or equivalent combination of education and experience.

REQUIRED CERTIFICATES AND/OR LICENSES:

- All requirements listed in Tech III above.
- Has MDE Wastewater Collections II Operators license or passes the MDE Wastewater Collections II exam and receives their Operators license. Meets the requirements for Recertification every 3 years. Licensee must earn 16 hours of MDE approved continuing education training.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Ability to read and comprehend operating and maintenance instructions and manuals, short correspondences and memos in English.
- Ability to write routine reports and correspondences in English.
- Ability to speak in English effectively and present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance
- Proficient computer skills, with an understanding of Microsoft Office (Word, Excel and Outlook) and the ability to learn new software.
- Ability to operate a vehicle on a regular basis, observing legal and defensive driving practices.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; work in confined spaces; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT/CONDITION: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; confined spaces, explosives, risk of radiation, and vibration. The employee is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. May be exposed to potentially infectious agents associated with sewerage. The noise level in the work environment is usually moderate.

Equal Opportunity Employer