

THE YORK WATER COMPANY
Job Description

JOB TITLE: Construction Technician

EXEMPT: No
DIVISION: G & A
LOCATION: Distribution Center
REPORTS TO: Construction / Assistant Superintendent

JOB CODE: 800
DEPARTMENT: Engineering

PREPARED BY: Human Resources
APPROVED BY: COO

DATE: December 2021
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SUMMARY: Assist with the planning, permitting, sampling and testing, and construction of water mains, sanitary sewers, and other special assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepare drawings for water and sewer main projects using computer-aided design (CAD) software.
2. Gather and compile office and field data for proposed and completed projects, including the use of equipment such as global positioning system (GPS) collection units.
3. Assist in the preparation of construction cost estimates.
4. Assist in the requisition and delivery of materials for construction projects.
5. Prepare state and municipal road occupancy permit applications for main installation projects. Assist with the preparation of other types of permit applications.
6. Review active construction projects to ensure that specifications, plans, procedures, and permits are being followed.
7. Responsible for the efficient and effective filling, flushing, pressure testing, and water quality sampling and testing at water main installation sites, and other company locations as assigned.
8. Assist and support the Superintendency to ensure the Company meets all water quality requirements pertaining to water main construction at the local, state, and federal levels.
9. Responsible for the effective preparation for, and proper disinfection of newly constructed potable water mains, adhering to all applicable standards and regulatory procedures.

10. Assist with ensuring contractors are following Standard Operating Procedures related to water quality maintenance while on company job sites.
11. Compile and prepare record drawings, details, and other documentation for completed projects.
12. Consistently demonstrate positive and professional behavior to all individuals contacted on behalf of the Company, including customers and employees.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and a minimum of five years of related experience in the public water industry; or equivalent combination of education and experience. Post-secondary education is highly desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, drawings, specifications, operating and maintenance instructions, procedure manuals, general business periodicals, and government regulations. Ability to write routine reports and correspondence. Ability to speak effectively and answer questions from customers, managers, contractors, and employees, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid PA driver's license. Obtain a PA Class E Water System Operator's license. A PA Class E Wastewater System Operator's license is highly desirable.

OTHER SKILLS AND ABILITIES:

Efficiently and accurately use computer, calculator, copier, telephone, and Company radio communication system. Familiarity with CAD, word processing and spreadsheet software, GPS equipment, and Geographic Information Systems (GIS) is highly desirable.

PHYSICAL DEMANDS:

The employee must be able to work under stress and work additional hours to meet deadlines or meet the requirements of the position during emergency situations,

Employee must be able to sit, stand, stoop, kneel, crouch, bend lift up to 50 pounds, and drive a company vehicle to and from company facilities.

Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and heavy equipment. The noise level in the work environment is usually moderate to loud.