

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: Jeffrey Hines

DATE: May 2018
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SUMMARY: Assist with the planning, permitting, 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. Coordinate the filling, flushing, and testing of new mains.
8. Compile and prepare record drawings, details, and other documentation for completed projects.
9. 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, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers, contractors, and employees.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS;

Must possess a valid PA driver's license. A PA Class E Water System Operator's license is 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:

See attached Essential Function and Physical Demands Analysis.

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

The employee must be able to work under stress and work additional hours in order to meet deadlines.

WORK ENVIRONMENT:

While performing the duties of this job, the employee frequently works in outside weather conditions. Often this is in the confines of an automobile. The noise level in the work environment is usually moderate.