



1723 Falling Creek Road
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JOB DESCRIPTION

Position: **Maintenance Technician I**

Reports to: Maintenance Manager

Status: Nonexempt

A. Purpose of Position

Under the direction of the Maintenance Supervisor, the person in this position is to perform assigned duties related to the efficient and proper operation of the water, wastewater, and support facilities of the Bedford Regional Water Authority.

B. Duties and Responsibilities

1. Perform routine service and troubleshooting of installations, maintenance, and repairs on water and sewer lines, service connections, service laterals, and assist with service wells, low pressure sewer pumps, pump stations, and facilities as is required and needed.
2. Operates equipment when necessary including but not limited to hand tools, pumps, air compressors, saws, jumping jacks, generators or chain saws.
3. Services and makes minor repairs and adjustments to equipment.
4. Assist with the installation, maintenance, and removal of fire hydrants.
5. Troubleshoot and perform electrical installation and repairs on controls and equipment.
6. Perform masonry, plumbing, carpentry, and pavement work as necessary.
7. Perform excavation, grading, and landscaping.
8. Assist with customers concerns.
9. Maintain work orders and necessary paperwork for new installations, repairs, alterations, and other tasks performed.
10. Flush water lines as requested or as necessary.
11. Keep all buildings and grounds clean and neat in appearance.
12. Assist in the operation of heavy equipment, cleaning and checking equipment after each use, perform routine inspection and preventative maintenance on equipment.
13. Maintain assigned crew vehicle.
14. Must be available for after-hours and weekend callouts for emergencies as needed on a rotating basis.
15. Perform other tasks and duties as assigned by the Maintenance Supervisor.

C. Supervision Responsibilities

The position has no supervisory responsibility.

D. Hours of Work

The position typically requires working Monday through Friday from 7:00am to 3:00pm with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours as may be needed for emergency repairs. Position is considered essential personnel.

E. Work Environment and Physical Requirements

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. This position requires working indoors and outdoors in all weather conditions, including extreme temperatures, in varying terrains, as well as

working in potentially hazardous and confined space environments. This position requires the ability to climb, balance, stoop, kneel, crouch, reach, stand, push, pull, grasp, walk long distances, perform repetitive motions, and stand for long periods of time. Visual acuity is also required for depth perception, color perception, visual inspection, operation of machines, as well as the operation of motor vehicles and equipment. The exertion of up to 20 pounds constantly, 50 pounds frequently, and 100 pounds occasionally is required to move objects.

F. Qualifications

1. Graduate from High School or equivalent diploma.
2. Ability to work safely and obey all safety rules.
3. Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form.
4. At least 1 year of experience in water and sewer or construction required.
5. A valid Virginia driver's license and a Class A CDL with Air and comply with the Authority's Vehicle and Equipment policy.
6. Must obtain and maintain a Basic Work Zone Traffic Control Certification.
7. Basic knowledge of welding, electrical repairs, , masonry, plumbing, carpentry, pump repair, as well as industrial drive components is required.
8. Other skills and knowledge that demonstrate the ability to do the job.

G. Compensation

This position is compensated as a Pay Band 4 on the Pay Band scale.

H. Condition of Employment

This position serves at the will of the Executive Director.

I have read the full Job Description and understand the contents therein:

Print Name

Date signed

Signature