

# NEW CASTLE COUNTY GOVERNMENT

Number 1339

## CLASS SPECIFICATION

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Date 02/02/2022

**Title:** UTILITY TECHNICIAN

**Approved:**



GENERAL STATEMENT OF DUTIES: Performs general investigative work of a technical nature relating to the sanitary sewer system; processes all non-emergency Miss Utility tickets including all sanitary sewer location markings; performs infiltration and inflow data collection; performs sanitary sewer acoustical testing; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class reviews, coordinates and processes all non-emergency Miss Utility tickets including all sanitary sewer location markings; performs utilizes, installs and maintains tools and instruments for infiltration and inflow studies; performs acoustical sanitary sewer testing for the preventative maintenance program; performs or conducts various other studies on the sanitary sewer system; searches out unmapped sewer lines or buried sanitary sewer manholes using survey and/or other instruments and reports their locations so that others will be able to find the sewer; performs various tests on the sanitary sewer system, and attends meetings with excavators and public officials to resolve issues. This employee may be required to enter private property to inspect connections of that property to the sanitary sewer system. This employee works independently under the supervision of the Superintendent of Sewer Maintenance or other designated supervisor. This employee will give direction and guidance to other coworkers who are assigned to work as a crew to complete assigned tasks.

EXAMPLES OF WORK: (Illustrative only)

- Reviews, coordinates and processes all non-emergency Miss Utility tickets, including all sanitary sewer location markings;
- Performs acoustical testing on the sanitary sewer system and processes the results including data entry;
- Utilizes, installs, operates, and maintains tools and devices for infiltration and inflow studies;
- Collects, processes, quality control reviews, and provides reporting of the data from the studies;
- Assists in establishing and maintaining an inventory of the sanitary sewer system;
- Inspects the condition of the sanitary sewer system and makes reports of such;
- Performs work safely in accordance with New Castle County safety policies, procedures, and practices and ensures that work performed by coworkers on an assigned crew is also performed safely;
- Searches out mapped and unmapped sewer lines and buried sanitary sewer manholes utilizing field investigations, sanitary sewer maps, construction drawings, GIS or ArcView software, and other instruments and reports their locations so that others will be able to locate the sanitary sewer;

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- Coordinates and attends meetings with excavators and New Castle County officials to resolve issues, as needed;
- May assist sewer maintenance crews;
- Performs routine sanitary sewer manhole checks of complete sections of the sanitary sewer system to determine known or potential problems and records the results;
- Prepares written and makes verbal reports of the sewer system conditions and other reports as required;
- Inspects, marks, and studies existing building connections and laterals;
- Assists with locating sanitary sewer lines;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of interpreting sanitary sewer maps and sanitary sewer construction drawings and specifications; good knowledge of sewer construction and causes of sanitary sewer line problems and their remedies; ability to operate a personal computer; good working knowledge of computer software systems including Cityworks, ArcView GIS, Office Applications, and other standard office applications; ability to communicate courteously and effectively with the public and colleagues regarding the sanitary sewer system, both verbally and in writing.

**MINIMUM QUALIFICATIONS:** At least one (1) year sub-professional engineering work involving sanitary sewer construction, maintenance, infiltration and inflow studies, operations or Miss Utility/utility locating experience. Possession of a high school diploma or GED; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class II County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 01/20/12  
Revised: 12/21/18  
Revised: 02/02/22