

JOB DESCRIPTION

**Job Title:** Utility Technician I (Water & Wastewater)

**Pay:** Non-Exempt Status, Salary will be determined based on applicable experience

**Work Hours:** Monday – Friday, 8am to 5pm and/or as needed/directed

**Work Duties:**

The Technician will be responsible for responding to service calls for the water and/or sewer systems. They will perform preventive maintenance tasks. They will perform minor repairs requiring diagnosis and perform the associated corrective action. They will perform major repairs after diagnosis requiring removal and replacement. They will repair/rehabilitate equipment and generatrs. They will complete Request for Purchase Orders and pick-up parts or arrange delivery of equipment or materials. They will perform minor line repairs to laterals, water mains and force mains requiring only hand tools. They will provide inspection oversite for major repairs to water mains and/or force main or other system appurtenances requiring the use of heavy or specialized equipment. They will perform Mississippi One Call Locates of the HCUA the water and/or sewer system. They will read water and/or sewer meters for billing purposes. They will answer service calls after normal work hours and when scheduled to be On-Call. They will work as directed during times of emergency. They will perform work as directed by the supervisor and/or the Executive Director.

**Minimum Qualifications:**

1. The person must be a high school graduate or have obtained a GED.
2. The person must have a Mississippi driver’s license and be insurable on HCUA policy.
3. The person must be able /willing to work in a water and/or wastewater environment.
4. The person must be able to communicate in a polite and effective manner with the public.
5. The person must be willing to work regular hours, nights, weekends or emergency conditions as may be required.
6. The person must be able to operate a pickup truck, hand tools and other small equipment like a small submersible pump.

**Desired Qualifications:**

1. A person with basic plumbing or electrical experience.
2. A person with utility construction experience.
3. A person with wastewater collection and/or water system operation, maintenance and repair experience.

**Physical Demands:**

The technician will spend the majority of their time working outside and therefore must be able to work in natural weather conditions. They will routinely walk, kneel, bend over, and lie down as needed to perform operation, maintenance and repair duties. They will routinely carry tools, equipment and materials of varying sizes and weight as needed to perform repair duties. They will routinely need to use their arms and hands to operate tools and perform manual tasks. They will visually need to be able to work at night and in the daytime while performing repair duties.

**How to Apply:**

Email resume to [proberts@hcua-ms.us](mailto:proberts@hcua-ms.us) or mail to: Harrison County Utility Authority

Attn: Human Resources

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