

JOB DESCRIPTION

Job Title: Maintenance Technician I
Reports To: Maintenance Manager
FLSA Status: Non-Exempt
Department: Maintenance
Date: August 18, 2025

Summary:

Perform daily maintenance, preventive maintenance, and repair operations on Aqua's water and wastewater systems.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Perform skilled and semi-skilled maintenance and repair work on mechanical equipment and structures related to water production, water distribution, wastewater treatment, and wastewater collection, including administrative facilities.
- Perform scheduled and non-scheduled maintenance and repairs on buildings, valves, fire hydrants, fencing, mechanical equipment, and other water and wastewater infrastructure.
- Routinely exercise and perform preventative maintenance on fire hydrants and isolation valves, flush valves, and air release valves within the water distribution and production system. Perform unidirectional flushing as required by conditions.
- Perform fire hydrant and valve repairs as necessary. Notify repair crews of fire hydrants and valves requiring replacement.
- As required by conditions, perform painting, vegetation control, and general upkeep of administrative, water, and wastewater facilities, infrastructure, and equipment.
- Input data and track maintenance activities using electronic work order system. Provide updates, status, and completion information using electronic work order system, voicemail, e-mail, or person-to-person communications.
- Respond to call-out and on-call duties as necessary.
- Perform other tasks as designated by supervisory personnel.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); zero (0) to two (2) years' experience in a maintenance position; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple written procedures and instruction manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

Other Knowledge, Skills, & Abilities:

Ability to operate hand and power tools.

Certificates and Licenses:

Valid State of Texas Driver's License.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, and outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals; biological hazards; risk of electrical shock; and vibration. The employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk, stand, sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee may regularly lift and/or move up to 75 pounds.

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