



OPERATIONS & MAINTENANCE TECHNICIAN 1

DISTRIBUTION & COLLECTION

Division: Operations & Maintenance Position Number: 32201/33201
Revised Date: March 2026 FLSA Status: Non-Exempt

GENERAL PURPOSE:

Performs a combination of basic, semi-skilled and skilled work in the operation and maintenance of the water distribution & sanitary sewer collection (D/C) systems for the Board of Public Utilities (BOPU); monitors, inspects, maintains, and repairs infrastructure, equipment, components, and facilities.

DISTINGUISHING CHARACTERISTICS:

The Operations & Maintenance Technician 1 is the trainee classification. Receives immediate direction and guidance from more senior O&M technicians, Lead O&M technicians and Supervisor; performs routine duties while learning federal, state, and local standards and specific methods and techniques for the operation and maintenance of the BOPU's D/C systems; advances to Operations & Maintenance Technician 2 after gaining experience and knowledge, obtaining required certifications, and demonstrating job proficiency.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Operates, maintains, installs and repairs D/C systems infrastructure, related equipment, and facilities, this includes: manholes, valves, pipelines, pump/lift stations, hydrants, service lines, meters, security systems and related components; work is performed within city limits and some remote locations; duties may vary according to job assignment and skill level.
- Operates general and specialized tools, vehicles, motorized equipment, and heavy equipment according to training and skill level.
- Prepares work orders to ensure accurate reporting of time, materials, and equipment requirements.
- Follows all safety rules and regulations, and closely follows verbal and written instructions; reports safety hazards, equipment problems, security issues and emergency situations.
- Cleans pipelines, manholes, facilities, structures and infrastructure as directed.
- Cross-trains in the use of specialized tools, equipment and methods.
- Assists with the set-up of traffic control zones at BOPU construction sites to minimize risk of accidents and enhance safety of work crews; assists with traffic flagging as directed.
- Respond as needed to 24-hour emergency callout resulting from severe weather, accidents, or other factors.

JOB DESCRIPTION

Operations & Maintenance Technician 1, Distribution & Collection

- Required to participate in a rotating on-call schedule, including responsibility for a duty vehicle as assigned. When on-call, the employee must be able to respond within 30 minutes to the BOPU facility or designated job site, as directed by the on-duty person.
- Maintains work areas, tools, vehicles, and equipment in a safe and orderly condition and in accordance with all safety regulations and procedures; inspects, cleans and performs routine maintenance on buildings, vehicles, equipment, grounds, and property; identifies and reports problems requiring additional repair and notifies supervisor of problems beyond scope of authority.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND one year of general mechanical, electrical, maintenance and construction labor experience in the water/wastewater field or construction industry; OR an equivalent combination of education, training, and experience.

Required Training, Licenses or Certifications:

- Valid Driver's License with good driving history; Commercial Driver's License (CDL) valid in Wyoming within 6 months of hire with required endorsements.
- Must pass **one (1)** of the following Wyoming Department of Environmental Quality (WDEQ) tests within two years of hire: Level 1 Distribution Systems Operator **OR** Level 1 Collection Systems Operator.
- Occupational Safety and Health Administration (OSHA) trenching, excavation and confined space safety training.
- ATSSA Traffic Control Technician level training.
- Depending on the needs of the BOPU, other job specific training and certifications may be required.

Basic Knowledge of:

- BOPU and Division policies and procedures.
- Federal, state and local laws and regulations governing distribution and collection systems, including United States Environmental Protection Agency (US EPA) and WDEQ standards.
- Federal, state and local safety rules and regulations; OSHA requirements, safe work practices and safety precautions in construction industry to include trenching, excavation, and confined space entry.
- OSHA Material Safety Data Sheets (MSDS) for hazardous and non-hazardous chemicals in the work place.
- Safety standards for operating motorized equipment and vehicles, including Department of Transportation (DOT) regulations, traffic laws, and drug and alcohol testing guidelines for CDL.
- Traffic control set ups and techniques for traffic control in hazardous environments.
- Principles, methods, materials, tools, and equipment used in the operation and maintenance of distribution and collection systems and facilities.
- Mathematics used in problem solving related to distribution and collection systems applications and processes.
- General and specialized tools, equipment, and heavy equipment used in operation and maintenance of distribution and collection systems.
- Personal computers and related software.

Basic Skill in:

- Using general and specialized tools and equipment and operating heavy equipment to perform routine and complex utility maintenance, repair, and servicing tasks.
- Maintaining tools and equipment.
- Identifying unsafe conditions and mechanical problems.

JOB DESCRIPTION

Operations & Maintenance Technician 1, Distribution & Collection

- Interpreting and applying technical standards and principles.
- Reading and interpreting gauges, SCADA screens and recording devices.
- Making algebraic calculations.
- Following safe work practices.
- Making operating adjustments and repairs to assigned equipment.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with co-workers, customers, and the general public.
- Effective verbal and written communications.
- Operating a personal computer utilizing a variety of standard and technical software.

Working Conditions:

Work Environment:

Required to work outside of normal work hours, nights, weekends, and holidays; required to work overtime and on call on a rotating schedule or as needed; when on call, must respond to calls within 30 minutes. Work is performed mostly in the city limits, occasionally in remote locations; 90% of work is performed outdoors in all weather conditions which may range from mild to extreme conditions (hot, cold, wet, humid and windy); frequent travel within city and in hazardous road conditions; safety hazards include working with power tools and mechanical equipment, operating and working near heavy equipment, frequent exposure to dusts, odors, fumes, gases, and poor ventilation; occasional exposure to high-voltage equipment and corrosive toxic chemicals.

Physical Demands:

Work is physically demanding requiring the ability to perform labor intensive work for extended periods of time; ability to stand 50%, walk 40% and sit 10% of the time; floor to waist lift and two handed carry up to 80 pounds required on an occasional basis, i.e. quickie saw, wach's saw, manhole covers (two person assist), chain cutters, and jack hammer; occasionally required to push with a force equal to 75 pounds to open valves and to pull with a force of 125 pounds to pull manhole covers off with hook, pull feet out of mud or concrete and to cut through pipe from the bottom; occasionally required to work with arms over head in a standing position; frequently required to bend, stoop, kneel, squat, repetitive squatting, and to climb stairs and ladders; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus; frequently required to use hands and fingers to handle objects, operate controls, power tools and heavy equipment; constantly required to hear equipment operation and ordinary conversations and to verbally communicate with other staff.



CERTIFICATION REQUIREMENT

OPERATIONS & MAINTENANCE TECHNICIAN

Requirements for Employment:

Operations & Maintenance Technicians, who do not hold any certifications, must pass **ONE** Level 1 test within two years of hire date.

Requirements for Promotion:

- Operations & Maintenance Technician 2 – Both Level 1 Certifications or One Level 2 Certification and meet experience and knowledge requirements.
- Operations & Maintenance Technician 3 – One Level 2 Certification and One Level 1 Certification and meet experience and knowledge requirements.
- Operations & Maintenance Technician 4 – Both Level 2 Certifications and meet experience and knowledge requirements.

Level 1 Distribution Systems Operator Certification

- Level 1 Distribution Systems Operator Certification test from Wyoming Department of Environmental Quality.

Level 1 Collection Systems Operator Certification

- Level 1 Collection Systems Operator Certification test from Wyoming Department of Environmental Quality.

Level 2 Distribution Systems Operator Certification

- Level 2 Distribution Systems Operator Certification from Wyoming Department of Environmental Quality.

Level 2 Collection System Operator Certification

- Level 2 Collection Systems Operator Certification from Wyoming Department of Environmental Quality.