

**POSITION: Compliance Technicians FT Non-Exempt**

**Reports to: Field Supervisor**

**Primary Objective of Position:**

**Essential Job Functions:**

Perform repair and maintenance on all district property and equipment, maintain the distribution and collection systems in compliance with state and federal standards. Among other equipment and property, this would include mains, septic tanks, curb stops, fire hydrants, valves, meters, out readers, buildings, vehicles, mowing grass, janitorial duties, and any other repair and maintenance requested by the GM, AGM or FS.

The CT must:

- This employee will perform all duties as directed by the General Manager and Field Supervisor.
- Maintain records of repair and maintenance on all district property and equipment, maintain the distribution and collection systems in compliance with state and federal standards.
- Inspect, test and approve Backflow devices in accordance with District Rules.
- Inspect and approve Pretreatment devices in accordance with District Rules.
- Be capable of learning Black Mountain Utility and Service Order Programs.
- Assist in the Lead & Copper Program.
- Among other equipment and property, this would include mains, septic tanks, curb stops, fire hydrants, valves, meters, out readers, buildings, vehicles, mowing grass, janitorial duties, and any other repair and maintenance requested by the General Manager or Field Supervisor. Records will be kept of repairs and maintenance as requested by the General Manager or Field Supervisor.
- Sampling as required by state law or requested by the General Manager or Field Supervisor.
- Maintain and digitize all Inspections of all water and sewer installations, including main extensions, service lines, septic tanks, etc., to ensure they are installed to meet district specifications.
- Locating mains, curbstops, valves, etc. as requested.
- Read meters monthly.
- Keep records of inspections, taps, water and sewer flows, etc. as directed.
- May sometimes be requested to help with duties in the office.
- Obtain adequate immunizations for working in a wastewater facility (District funded).
- Submits to random alcohol and drug testing per District regulations.

**Physical activities that are associated with duties pertaining to this job description include, but are not limited to the following:**

- Crawling under mobile homes or crawl spaces of homes to repair and replace meters.
- Climbing in and out of meter pits.
- Climbing in and out of ditches
- Squatting while performing certain duties.
- Considerable amount of walking.
- Considerable amount of getting in and out of vehicles.
- Pulling manhole covers weighing up to 50 lbs.

**Education, Training and Experience Requirements:**

- Possession of Class 2 Certification in Water Distribution Apprentice Program
- Class 3 Water Treatment Certification. Apprentice Program
- Backflow Certification
- Pretreatment Certification
- Attendance will be required at schools and workshops to remain in compliance with the required continuing education credits.
- Valid Montana driver's license

**This Job Description is intended to fully cover the position but may not contain an exhaustive listing of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.**

**This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or employee, or requirements of the job change.**