

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Water Treatment Technician (W29)	Job Family: 06
Department: Facility Services	Lane Placement: 9
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>7/7/15</u>
Original date: <u>07/08</u> Revised: <u>07/15</u> Revised: _____	Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Facility Services, coordinator and facility HVAC technician senior, the **Facility Water Treatment Technician** performs a variety of technical skilled work in monitoring, analyzing and testing water systems according to specifications and safety standards. Water systems include cooling towers, chiller condensers, boilers, heating/cooling, water softeners and related systems.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Perform a variety of technical skilled work in monitoring, analyzing and testing water systems according to specifications and safety standards. Water systems include cooling towers, chillers, boilers, heating/cooling, water softeners and related systems.
- Perform chemical tests on water samples obtained from cooling towers, boilers, open and closed loop heating and cooling systems, water softeners and related systems.
- Check water samples to ensure micro biocides, suspended solids, acidity, alkalinity and other contaminants are within prescribed limits. Analyze, calculate and apply appropriate concentrations, solutions and chemical treatment dosages.
- Perform calibration and adjustments to automatic/manual water treatment devices.
- Assist facility HVAC technicians in completing work tasks as assigned.
- May train building custodial staff on proper monitoring of systems.
- Order necessary supplies and equipment as needed.
- Provide support to other facility areas as needed.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury.
- May respond to facility emergencies. Shift work or on-call duties may be required.
- Drive a facility vehicle for transportation to work sites. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Attend all scheduled training and departmental meetings.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a minimum of four years previous work experience with demonstrated competence in HVAC, plumbing, water softeners or related field. Completion of approved formal trade-specific program is preferred. Education and experience may be combined.
- Requires knowledge of HVAC, water softeners and water heaters, including proper chemical evaluations and maintenance.
- Basic computer skills required.
- Requires the ability to read schematics and blueprints.
- Requires a basic knowledge of electrical and plumbing codes.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Ladders, lifts, tools and equipment used to diagnose, repair, construct and perform trade related work.

Physical Requirements – Not limited to the following:

- Occasional ladder climbing, gripping, pinching, squatting, stooping and bending.
- Occasional overhead work.
- Occasional push/pull 55 gallon drums weighing up to 400 lbs.
- May use chemicals that are potentially hazardous.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.