



Utility Compliance Tech/Utility Worker

SALARY RANGE

\$18.00 – \$21.00 per hour

FSLA:

Non-Exempt

GENERAL SUMMARY:

We are seeking a dedicated Compliance Technician to join our team, focusing on Texas Commission on Environmental Quality (TCEQ), Railroad Commission, Public Utility Commission (PUC), ERCOT reporting, and maintaining/updating our current utility GIS system, along with fieldwork. The ideal candidate must have strong computer skills, a keen eye for detail, and a passion for environmental compliance and sustainability. This position will also provide support to all utility departments.

SUPERVISION:

Under the general supervision of the Utility Director. Must show independence. It is essential to be self-motivated and have initiative to carry out job duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All behaviors comply with the City's Personnel Policies and Procedure Manual. Adheres to the assigned work schedule.
- Must comprehend and adhere to the Gas Operating Maintenance and Inspection Plan.
- Assist in planning, direct, and participate in the maintenance of the water distribution system.
- Operate a variety of equipment including trucks, air compressors, circular saws, jackhammers, electric drills, and other similar equipment and machinery in repairing and installing water pipes.
- Utilize a variety of hand and power tools; assist in routine maintenance of such equipment; assist with collection and cleaning of tools and materials after utilization.
- Provide support to assist division staff in the completion of their duties and responsibilities.
- Inspect equipment fluid levels including oil, fuel, water, and transmission fluid; refill fuel as needed; and report the need for repair.

- Assist with excavation projects by using manual labor not limited to shoveling by hand, and using probing rods to locate leaks and utility line.
- Complete daily work log and work orders as required by appropriate division staff member.
- Adhere to safety regulations including wearing appropriate clothing, erection proper barricades and signage and using proper equipment and materials as assigned.
- Locate, install, maintain, and repair a variety of water and drainage piping for water distribution including fire hydrants, pipes, valves, and service connections; repair waterline breaks
- Setup or assist with setting up traffic safety zones as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Prepare and submit TCEQ, PUC, Railroad and ERCOT compliance reports, ensuring accuracy and adherence to deadlines.
- Monitor regulatory updates and changes to maintain compliance with TCEQ, PUC, Railroad and ERCOT requirements.
- Update and maintain GIS System.
- Collaborate with internal teams to gather necessary data for reports.
- Utilize various software tools to manage compliance data and generate reports.
- Maintain organized records of compliance activities, inspections, and communications.
- Assist in the development and maintenance of compliance tracking systems. Answer questions and provide information to the public as necessary including notifications of utility construction and emergency work.
- Liaison for all Utility Departments record management.
- Continue to receive training as required.
- Respond to emergency situations as required including hazardous and severe weather conditions; work on-call.
- Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS:

EDUCATION

Requires a High School Diploma/GED

EXPERIENCE

Six (6) months experience in general labor operating motorized equipment or hand tools.

Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) and other productivity tools.

Experience with troubleshooting hardware (printers, PCs, peripherals) and software issues.

Knowledge of basic networking concepts and systems administration is a plus.

LICENSES AND CERTIFICATES

Must possess a valid driver's license.

COMPETENCIES:

An employee's performance will be evaluated on seven competencies.

- Communication
- Quantity/Quality of Work
- Teamwork
- Initiative/Motivation
- Planning/Organizing
- Safety
- Dependability/Attendance

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Uses of purposes of general construction and maintenance of tools and equipment.
- Proper safety precautions related to all work performed.
- Methods, techniques, and procedures related to an assigned area of responsibility. Proper safety precautions related to all work performed.
- Purposes and uses of a variety of vehicles, equipment, electrical tools, and hand tools including motorized hydraulic equipment.

Skill in:

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) and data management software.
- Experience with GIS and environmental data analysis tools is a plus.

Ability to:

- Work on-call.
- Learn City and departmental policies and procedures.
- Learn how to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Learn the Gas Operating and Maintenance and Inspection Plan.
- Learn the Railroad Commission guidelines.
- Maintain assigned equipment and associated parts including verifying fluid levels.
- Use of oral communication clearly and concisely.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending, and twisting.
- Complete paperwork as required (work logs and work orders as example).
- Read field maps and street maps.
- Work effectively in the absence of supervisor.
- Pass a medical physical examination, drug test, criminal history background check, social security verification number check, driver's license check, and employment verification check.
- Meet City's driving standards.

WORK HOURS:

- Normal work hours Monday thru Friday 7:00 a.m. – 4:00 p.m.
- Holidays and weekends as required by supervisor.
- On-call (after hours) as necessary.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Activity	Not at all	Rare	Occasional	Frequent	Continuous
Bend/Stoop				X	
Twist at waist				X	
Squat				X	
Crawl			X		
Climb				X	
Reach above Shoulder				X	
Crouch				X	
Kneel				X	
Balance		X			
Push/Pull				X	
Work outside in all conditions					X
Work in confined spaces			X		
Work at heights ≥ 3 feet				X	
Operate machinery				X	

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

Lifting Activity	1-10 lbs.	11-24 lbs.	25-50 lbs.	51-100 lbs.	101+ lbs.
Floor – Waist	F	F	F	O	R
Waist – Overhead	F	F	O	R	R
Carry	F	F	F	F	O
Push/Pull	F	F	F	O	O

Hearing acuity:	N/A ___ Average X ___ Low ___
Visual acuity:	N/A ___ Average X ___ Low ___
Manual dexterity	N/A ___ Average X ___ Low ___

Percent of time spent:	
Standing	66%
Sitting	33%
Walking	33%

Name: _____

Signature: _____ Date: _____

(Must complete a 6-month probation period.)