



City of Irving Job Description

Irrigation & Leak Technician

FLSA Status:	Non-Exempt	Job Department:	Water Utilities
Job Code:	U542	Reports To (Job Title):	Senior Utilities Compliance Manager

PURPOSE

To evaluate and inspect irrigation systems to ensure appropriate irrigation water use across the City of Irving; to support all aspects of the water conservation program; to patrol throughout Irving to detect irrigation infractions, educate the public about appropriate irrigation practices and issue warnings and citations as appropriate; and to support the leak detection function.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Conduct routine inspections of standard irrigation and sprinkler systems to detect problems and to make adjustments for improved operation of irrigation systems for potable water customers.
- Evaluate, inspect and program irrigation systems at residential, commercial and industrial properties; ensure that standard automatic controller systems are programmed for settings which ensure efficient irrigation; provide direction to homeowners, residents and property managers regarding irrigation system controller settings.
- Analyze and evaluate evapotranspiration (ET) rates and weather data for the use of smart (ET) controllers; assist with programming of smart controllers during irrigation system inspections; modify programming as appropriate for site-specific conditions.
- Conduct monthly check-up of Irving weather stations for proper operation and to ensure debris is not interfering with data collection.
- Maintain WaterMyYard Program and collect and store ET data and rainfall information.
- Prepare and deliver content regarding the maintenance and operation of irrigation systems; work with local irrigators and the general public to ensure compliance with the city's irrigation ordinance.
- Coordinate work orders, equipment and supplies necessary to complete project or work assignments for water conservation; ensure all irrigation system activities are recorded.
- Maintain inventory and order parts, supplies, materials and equipment for irrigation program.
- Monitor and work with logger and listening devices/equipment used to find and locate water distribution system breaches resulting in water loss; notify water operations staff of leaks that are discovered in the city's water distribution system; prepare notifications for customers regarding residential and commercial private leaks.
- Assist with logger patrols on a regular basis; provide direction in placement and movement of loggers to ensure assessment of the entire city water system in a defined time period; download and review data collected by the loggers.
- Provide support to water repair crews in handling issues associated with irrigation systems.
- Prepare reports that document the full scope of the irrigation evaluation program; track assigned program data and KPIs.

- Conduct residential water and irrigation audits to identify potential water loss issues for water customers; schedule appointments and meet with water customers regarding water concerns on their personal property.
- Support the city's drought contingency plan by patrolling the city to identify violations, writing Notices of Violation (NOVs) and citations, gathering backup information used in the prosecution of offenses, ensuring that all offenses are documented appropriately, and coordinating with water conservation, dispatch, SCADA and reception staff to maintain up-to-date records.
- Respond to a variety of water leaks and irrigation complaints to investigate and report findings.
- Report the location and source of water leaks to immediate supervisor and repair supervisors.
- Respond to public concerns and complaints.
- Analyze water samples to test system for leaks.
- Respond to service calls concerning leaks and irrigation issues on a stand-by basis. Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in design and installation of sprinkler systems for the city; monitor and repair irrigation system at water utilities facilities.
- Prepare reports on work activities and operations.
- Support the IISD partnership program through the delivery of technical expertise to students that are pursuing water/wastewater licenses.
- Attend and assist with public events such as Community Fest, Earth Day, and Smartscape events.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for making purchases of equipment and supplies using a P-card.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- High School diploma or GED to meet basic requirements established by the Texas Commission on Environmental Quality (TCEQ).

EXPERIENCE

- Two (2) years of progressively responsible work as a licensed irrigator

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Class C Texas driver's license
- Must possess and maintain a current Texas Irrigator License
- Class C water distribution license is required within 18 months from the TCEQ.

KNOWLEDGE OF

- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Regulations: Federal, state and municipal restrictions, laws and ordinances.
- Methods and materials required for installing and repairing irrigation systems and detecting leaks and determining the location of the leak underground.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair and efficiency.
- Utilities Construction: Engineering and other materials, methods, laws and tools to safely and accurately complete utilities construction projects.
- Water Conservation: A wide variety of water conservation principles and practices that can be applied to minimize water loss.
- Water Ordinance Enforcement: The city's drought contingency plan and the restrictions that must be enforced as well as how to prepare an NOV or citation that can be supported within the municipal courts in Irving.
- Office software: Current word processing presentation, spreadsheet and database programs used by the city.

SKILLS AND ABILITIES IN

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Goal-oriented Crisis Communication: Effectively structuring questioning, answering and listening interactions with clients to determine their needs in urgent situations.
- Mechanical/Technical: Safely operating diverse and sophisticated equipment for irrigation system installation and repair and the detection and location of leaks on the city's water system including S30s, correlators, loggers and various listening devices that require sensitive listening skills.
- Self-management: Working well independently and without supervision.
- Technical reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Inductive reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

- **Written and Oral Expression:** Communicate information and ideas in writing, as well as through speech, so others will understand.
- **Oral comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.
- **Reading comprehension:** Reading and interpreting documents.
- **Leak identification:** Identifying visual signs of leaks which may or may not include surfacing water.
- **Data collection and interpretation:** Recording and formatting data and information in such a way to explain the results achieved through a variety of water conservation, drought contingency and water loss programs and/or reports.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Persons contacted in the performance of duties include a wide variety of city employees from support staff through department manager level as well as external customers for problem solving and explanatory purposes.

EQUIPMENT AND PROPERTY

Use of a city vehicle for travel to and from work sites is required. Work assigned to this classification requires use of specialized irrigation equipment and tools as well as leak detection equipment including S30, correlator, line tracer, loggers, patroller, microphone, generator, pump or others as well as the full scope of general office equipment including computers, printers, copiers, fax machines and telephone systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to carry, vehicle, lift up to 50 pounds, kneel, listen, see, smell, sit, stand, stoop, talk, and walk. Frequently, s/he is required to crawl, grasp, and reach. Occasionally, s/he is required to climb, lift over 100 pounds, and push or pull. Rarely, s/he is required to run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is constantly exposed to extreme vibrations, confining work spaces, dirty environment, electrical hazards, improper illumination, moving mechanical parts, toxic or caustic materials, extreme temperature or weather conditions, and air contamination. The noise level in the work environment usually is moderate, but regularly s/he is exposed to noise. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.