

# Harpers Ferry Water Works

1000 WASHINGTON STREET  
P.O. BOX 217  
HARPERS FERRY, WEST VIRGINIA 25425  
OFFICE: (304) 535-2206  
PLANT: (304) 535-6555

## Position Description

### **WATER WORKS CERTIFIED FIELD TECHNICIAN**

FLSA Status: Non-Exempt, Full-time

Effective Date: November 1, 2025

#### **General Statement of Position**

Performs skilled and semi-skilled technical work to support the daily operations of the Water Works water distribution system. This includes the construction, maintenance, and repair of system components (water mains, service lines, valves, meters, hydrants, backflow preventers, fittings) to ensure maximum efficiency and effectiveness of potable water across the Harpers Ferry Water Works (HFWW) service area. Performs related work as required and assigned. Reports to the Public Works Administrator.

#### **Preferred Characteristics**

Skilled and semi-skilled work in the plumbing, pipe-laying, and water distribution trades within a team environment focused on customer service. Demonstrating integrity, initiative, and sound judgement while taking direction and documenting work. Year-round outside work requiring adherence to state safety and health regulations.

#### **Essential Duties and Responsibilities**

The duties recorded here are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

- Perform semi-skilled technical work in the construction, maintenance, repair, and operation of water distribution system components performing all work in compliance with applicable policies, procedures, laws, codes, safety and health regulations and practices.
- Works in cooperation with and alongside other team members, including accepting direction from supervisors.
- Installs, maintains, inspects, troubleshoots, and repairs water mains, service lines, meters, hydrants, and other system components.
- Verifies adherence to cross-connection control policies.

- Locates and marks water mains and HFWW service lines.
- Operates heavy equipment (excavator, mowers, dump trucks, etc.), other equipment and tools (pumps, tapping equipment, mechanics tools, various hand and power tools) as required in the performance of daily tasks.
- Ensures proper use of equipment, follows safety procedures, and wears personal protective equipment appropriate for the tasks and environment.
- Cleans and maintains equipment, tools, and vehicles.
- Receives and responds to customer and public inquiries, concerns, and complaints courteously and expeditiously.
- Available for emergencies on a call-in basis.
- Compiles data and prepares a variety of required reports and records.
- Assists in clearing work area of debris and rocks, excavating trenches, digging trenches with hand tools, backfills and tamps trenches.
- Installs sod.
- Assists in laying, tamping, spreading, and rolling of asphalt and pouring of concrete for patches.
- Assists in water production operations including installation, operation, and maintenance of pumps, blowers, and valves, when needed.
- Cleans and maintains reservoirs, buildings, sludge beds, and blending ponds.

#### **Additional Job Functions**

- Performs routine office work as required, including but not limited to attending meetings, answering the telephone, filing documents, etc.
- Stocks truck with required daily supplies and materials.
- Performs routine grounds keeping; maintains clean and orderly shop area.
- Attends meetings, workshops, and training to enhance job knowledge and skill and to maintain certifications.
- Maintains a safe drivers record.
- Performs related duties as required.

#### **Qualifications**

- High school diploma or GED equivalent with a minimum of two (2) years of experience in public water systems maintenance and repair. An equivalent combination of education, training, and experience that provides the required skills, knowledge, and abilities may be considered.
- Valid West Virginia drivers license
- West Virginia Bureau for Public Health Water Distribution System Operator or Public Water System Operator (Class I or above) certification in good standing.
- Experience in the construction, maintenance, plumbing, pipe fitting trades is highly desirable.

### **Knowledge and Abilities**

- Verbal English to understand and be understood; written English to communicate in writing at a basic level;
- Appropriate safety precautions and procedures;
- Common hand tools, small power tools, and light equipment used in maintenance and construction trades;
- Take appropriate safety precautions in trench excavation;
- Perform heavy physical labor;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; read and write at a level sufficient for job success;
- Establish and maintain effective relationships with those contacted in the course of work;
- maintain basic records;
- Read, write and perform basic mathematical calculations
- Basic methods of operation, installation, and maintenance of water facilities;

### **Physical Tasks and Environmental Conditions**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies weighing up to 75 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well at a distance. Must be able to hear in the normal audio range with or without correction. Accommodations for physical or mental disabilities will be considered on a case-by-case basis.