

**APPROVED:**  
**DATE:**

Pos. #3415/3416

**UTILITY FIELD SPECIALIST**

**DEPARTMENT:** Public Works

**RESPONSIBLE TO:** Distribution/Collection Superintendent

**GENERAL DESCRIPTION:**

Under supervision, the purpose of the position is to perform a wide range of routine labor intensive work in the maintenance and repair of City water, reclaimed, and sewer systems and associated utility lift stations and facilitates. Employees in this classification function at entry level. Routine tasks are performed with some independence and more difficult work is performed under direct supervision. Objective is to maintain utility facilities and promote safe and efficient transporting of water/wastewater/reclaimed throughout the City.

**ESSENTIAL FUNCTIONS:**

- Provides routine installation, maintenance and repair service to pumping stations, treatment plants and associated utilities transport systems.
- Cleans, and inspects and maintains lift stations, water and wastewater facilities and equipment, e.g., removes grease; lubricates motors and equipment, replaces packing in pumps and valves, replaces wiring and bearings in motors and pumps.
- Assists in the installation of water and sewer systems; installs taps, backflows, stop-offs, domestic and reclaimed water meters; performs cold patching of streets after repairs.
- Assist in the disassembly, overhaul and repair of transmission lines and peripheral components, e.g., hydrants, gauges, motors, assemblies, valves, panels and switches.
- Operates equipment through test sequencing to ensure proper operating conditions; monitors gauges and meters to ensure proper operating conditions.
- Performs all work in adherence to establish preventative maintenance principals and schedules to detect wear and tear and prevent equipment and operational malfunctions; performs non-scheduled maintenance activities.
- Performs the safe and proper operation of trade tools and power equipment; adheres to prescribed safety standards and regulatory requirements.
- Maintains daily work reports and preventative maintenance records, ensuring thorough documentation for identified problem areas.
- Performs basic lawn care and landscaping tasks; performs general installation and repairs to irrigation systems; trims trees and hedges.
- Coordinates with utility operators on leaks, main breaks, or related critical events; responds to emergency call-in in disasters or other critical events. Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
- Ability to read and interpret blueprints and a variety of instructions in written, oral, diagram or schedule form.
- Ability to establish and maintain effective working relationships and communications with other employees, contractors, vendors, and the public.
- Ability to meet established deadlines, and follow up on assignments with a minimal amount of direction.
- Maintains cleanliness and neatness of vehicle, equipment, and tools.

**(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required)**

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience**

- High School diploma or GED; supplemented by one (1) year previous experience in manual labor preferably in utilities or related operations.
- Must possess and maintain a valid Florida Driver's license.
- Employee shall obtain certifications for the National Incident Management System ICS-100 Introduction to the Incident Command System and IS-700 National Incident Management System, An Introduction within six (6) months of employment. The following courses are designed to provide a -- baseline, as they introduce basic NIMS and ICS concepts and provide the foundation for higher-level Emergency Operations Center- (EOC), MACS-, and ICS-related training

### **Licenses, Certifications, or Registrations**

#### **Utility Service Technician 1**

- Two (2) years' experience with Utilities systems
- Must possess and maintain a Florida Department of Environment Protection Level 3 Water Distribution System Operator License, or Class C or higher Water Treatment Plant Operator License, with in one (1) year of hire
- Ability to maintain and prepare concise operating reports.
- Ability to solve routine mathematical problems related to water distribution operations.
- Ability to maintain daily work log and weekly man hour sheet
- Ability to produce acceptable written correspondence.
- Ability to operate a motor vehicle.

#### **Essential Physical Skills**

- High (over 100 pounds) lifting and carrying, with proper mechanics and equipment
- Good vision (with or without correction)
- Walking
- Standing
- Driving
- Ascend or descend ladders, stairs, scaffolding, ramps and poles

**(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)**

## **ENVIRONMENTAL CONDITIONS:**

- Works inside
- Works outside in various weather conditions with: noise, dust, fumes; gases; chemicals; grease or oils; electrical energy; slippery surfaces; uneven surfaces; in or with moving objects, odors.
- Below ground level
- Poor lighting
- Regularly exposed to possible bodily injury from electrical shock; falling from exposed places; and moving mechanical parts of equipment, tools and machinery.