



Job Description

Job Title: Utility Installer/Repairman Trainee
Department: Water and Sewer Department
Reports To: Line/Lift station Foreman, Utility Line Maintenance Foreman or Reclaimed Water Foreman

SUMMARY:

Constructs, maintains and makes repairs to all areas of the water and sewer systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

-) Installs, maintains, and repairs water taps, water lines, sewer lines, manholes and fire hydrants and all other associated apparatus and devices related to the distribution and collection system.
-) Locates water and wastewater lines for preparing work sites and for outside servicers and contractors to protect City system lines from damage.
-) Operates vacuum truck and excavation equipment.
-) Repairs all line failures, valves, manhole rings and covers.
-) Inventories equipment, supplies and materials.
-) Reads blueprints and engineering drawings.
-) Utilizes hand-held power and manual tools, such as air and gas-powered tools and equipment in the performance of duties (i.e. pipe wrenches, pipe cutters, saws, cement mixers, air compressors, tapping machines, and pipe threaders).
-) Addresses and resolves public inquiries and concerns.
-) Ensures that vehicles and equipment are properly operated and maintained.
-) Participates in restoring work sites to serviceable condition (i.e. repairing asphalt and concrete, filling holes).
-) Must be able to work schedule and attendance standards.
-) Performs related duties as required.
-) Requires physical labor in the installation, repair, and maintenance of water mains, sewer lines, meters, pipelines, extensions and tap services.
-) Work is performed under the general supervision of the working foreman.
-) Individual should have a general knowledge of plumbing or have the ability to obtain such.
-) Work is evaluated based upon observation of results obtained and review of completed work assignments.
-) Required to perform scheduled standby duties and needed shift work.

**The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

SUPERVISORY RESPONSIBILITIES:

None

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

High school diploma or GED. Requires a Florida valid driver's license. A valid Class 'A', Commercial Driver License is preferred. Must obtain a Level III Distribution System Operator License within in 12 months for date of hire.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS QUALIFICATIONS:

Conducts inspections of assigned equipment to insure safe and proper operation, detects malfunctions and initiates corrective action.

Performs routine custodial and maintenance activities as required.

Performs installation, repair and maintenance of water mains, meters, hydrants, pipelines, sewer lines and other related water service.

Assist in construction of new water taps and installation of meters.

Assist in construction of new sewer taps.

Assist in repair and maintenance of water and sewer taps, meters and other related items.

Operates tapping machines, generators, air equipment, shovels and various other hand tools safely and efficiently in the performance of work assignments.

Removes dirt, concrete, blacktop and other materials, digs ditches for laying of lines.

Cleans and dresses area after repairs (etc.) are performed.

May assist in turn on and cut off of residential and commercial water meters.

May be required to work rotating assignments and be on call to respond to emergencies.

Completes records, logs and or work orders as required.

Attends safety meetings.

May be required to work overtime and/or different shifts when circumstances warrant as determined by the supervisor.

Performs other job-related duties as required by supervisor.

Must be able to work assignments and be on call to respond to emergencies.

Nature of work may require occasional physical exertion under varying weather conditions.

Should have training for vocational preparation in equipment operation or on-the-job training under the supervision of a skilled operator.

Must be able to respond quickly to emergency situations involving water or sewer mishaps that will or may be an immediate health hazard to the public.

PHYSICAL REQUIREMENTS:

Must be able to work in damp - wet confined unlighted spaces, e.g. manholes, trenches and wet wells.

Nature of work may require occasional physical exertion under varying weather conditions.

Work may take place in damp-wet area, confined unlit spaces, e.g. manholes, trenches and wet wells.

Must be able to don and wear self contained breathing apparatus and enter confined spaces with hazardous atmosphere to repair leaks, rescue personnel, etc.

Must be able to exert over 100 pounds of force occasionally, or 50 to 100 pounds of force frequently, or 10 to 25 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of sedentary work; requires prolonged periods of standing, walking, and driving; must be able to perform manual labor. Requires full range of body motion in manipulation of limbs and torso. Capable of bending, stooping and kneeling to repair water and sewer lines and/or read flow meters. Capable of digging up water and sewer lines with a shovel or other necessary tool. Will work around hazardous rotating equipment, pumps, belts, pulleys, etc.; sometimes with guards removed to perform adjustments, maintenance, etc. May be subject to a significant degree of danger or risk due to working in an environment with chemicals/toxic agents, confined spaces and vehicular traffic. Must be able to respond quickly to emergency situations involving water or sewer mishaps that will or may be an immediate health hazard to the public.

DATA CONCEPTION:

Must be able to operate and interpret readings of the following equipment:
Gas Detector, Leak Detector, Ground Penetrating Radar, Line Tracing Equipment, Valve Box Locating Equipment, Pressure Gauges and Flow meters.

INTERPERSONAL COMMUNICATION:

Requires the ability of speaking and/or signaling people to convey or exchange information; includes issuing and receiving assignments, instructions and/or directions. Requires the ability to tactfully and effectively interact with the public and with co-workers.

LANGUAGE ABILITY:

Must develop the ability to read a variety of technical data, policy and procedure manuals, codes, professional journals, etc. Requires the ability to prepare forms and reports using prescribed formats and adhering to all rules of grammar, spelling, diction and punctuation. Requires the ability to communicate effectively in Standard English. Must develop the ability to communicate with a broad array of individuals from various professional backgrounds (i.e. engineering, legal, biology).

REASONING ABILITY:

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of technical instructions in written, mathematical or diagrammatic form; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

MOTOR COORDINATION:

Requires the ability to record and deliver information, to explain procedures, to issue and follow verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including chemistry and others used within the parameters of the job. Must have the ability to safely utilize and maintain all job related equipment and tools in the course of accomplishing job duties and tasks associated with respective primary duties.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress when confronted with frequent deadlines. Avoids violent behavior and any other types of behavior that could threaten the safety of other employees or the public.

WORK ENVIRONMENT:

Requires the ability to tactfully and effectively interact with State officials, the public and with co-workers.

Will work around rotating equipment, pumps, belts, pulleys, etc.; sometimes with guards removed to perform adjustments, maintenance, etc.

Work in confined spaces with hazardous atmosphere.

Transporting and handling hazardous chemicals

May be required to work under stress when confronted with immediate health hazard to the public or frequent deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a high school diploma or GED; a valid Florida Driver’s license or CDL depending on type of equipment/vehicle one operates. For continuing job retention driving record must be clear and remain clear of driving violations as required by the City insurance provider, which is checked annually. Must obtain a Level III Distribution System Operator License within in 12 months for date of hire.

SAFETY:

Proper use of safety equipment and all safety gear as recommended by the manufacture or stated in the manufacture safety manual.

CAREER DEVELOPMENT:

All required license and certifications shall be kept current.

Maintain a continuing education to stay current on all state and federal regulations and guidelines and best available technology of treatment and distribution process.

Print Employee Name

Employee Acknowledgement

Date

Print Employee Name

Physical Requirements

Job Title: Utility Installer/Repairman Trainee **Supervisor:** Line/Lift station Foreman, Utility Line Maintenance Foreman or Reclaimed Water Foreman

Essential Job Functions: Constructs, maintains and makes repairs to all areas of the water and sewer systems.

Positional Tolerances:					
	Never	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comments
Sitting			X		
Standing				X	
Walking				X	
Stair Climbing			X		
Ladder Climbing			X		
Repetitive Bending			X		
Sustained Bending		X			
Overhead Reach			X		
Sustained Reach		X			
Repetitive Reach			X		
Squat			X		
Crouch			X		
Crawl			X		
Kneel			X		
Twist			X		
Push/Pull				X	
Balancing			X		

Circle applicable PDC level of work: SED LIGHT MEDIUM HEAVY VHEAVY

Other Required Tolerances not listed above: _____

MATERIALS HANDLING				
	Occasional	Frequent	Constant	List Items
Lift	100 lbs	50 - 99 lbs	10 - 25 lbs	Equipment, tools, materials
Carry	100 lbs	50 - 99 lbs	10 - 25 lbs	Equipment, tools, materials
Push	100 lbs	50- 99 lbs	10 - 25 lbs	Equipment, tools, materials
Pull	100 lbs	50-99 lbs	10 - 25 lbs	Equipment, tools, materials

Comments: _____

Employee Signature

Date

Supervisor Signature

Date