



Job Description

Job Title: Utility Installer/Repairman
Department: Finance Department
Reports To: Utility Maintenance Supervisor

SUMMARY: Assist in the operation, maintenance and proper functioning of the Utility Maintenance Activity. This position requires physical labor in the installation, repair, and maintenance of Water Meter and Back Flow Devices. Must possess the knowledge and skill required to properly install replacement components, and or provide the necessary repairs to existing equipment in order to restore water service to the proper standard. Receives work instructions in the written form (work orders, instruction sheets), and/or by Radio communication with the Utility Billing Section. The maintenance activity is an extended arm of the Utility Billing Section who deals directly with the customers. Work is performed under the supervision of the Utility Maintenance Supervisor. Work is evaluated based upon observation of results obtained, feedback from customers and review of completed work assignments by the immediate supervisor.

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.

- Reads water meters.
- Turn on and cut off residential and commercial water meters.
- 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 meters, pipelines, backflow devices, curb stops, and related water service equipment.
- Repair/replace broken meter boxes/lids, and backflows, cut and replace concrete as needed.
- Performs work or replacement of Galaxy Repeaters, includes reprogramming as needed.
- Delivers door notices to customers regarding possible water leaks and high/low consumption.
- Respond to customer calls regarding meters/boxes, determines problem and resolves issues as required.
- For new construction, provide hydrant meters, installs meters and backflow devices with boxes.
- Operates various tools safely and efficiently in the performance of work assignments.
- Cleans and restores area after work is completed.
- May be required to work overtime when circumstances warrant as determined by the supervisor.
- Attends safety meetings.
- Performs other job-related duties as assigned.

**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 equivalent. Minimum of one year training and/or experience in Utility Systems installation and repair.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS QUALIFICATIONS: To perform this work successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: Capable of lifting objects weighing 90 lbs. Capable of bending, stooping and kneeling to repair water lines and/or read flow meters. Capable of digging up water lines with the necessary tools.

DATA CONCEPTION: Must be able to operate a computer to determine customer water usage and possible associated system problems.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Ability to speak effectively and clearly to converse with other employees.

REASONING ABILITY: Duties require the use of sound judgment and the ability to define problems and deal with a variety of variables in situations.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions.

OTHER SKILLS AND ABILITIES: Learns to use the equipment with skill and proficiency that pertain to your department’s usage.

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

CERTIFICATES, LICENSES, REGISTRATIONS: Must hold a Florida driver’s license or a valid Florida CDL license depending on the type of vehicle or equipment used. As a possible condition of employment, based on City vehicle insurance requirement, maintain no driving violations on or off the job.

SAFETY: Use of property safety gear, procedures and equipment at all time.

CAREER DEVELOPMENT: Incumbent is required to stay abreast of City/State requirements and guidelines to properly function as a Utility Installer/Repairman.

Print Name

Employee Acknowledgement

Date

JOB DESCRIPTION

Job Title: Utility Installer/Repairman

Supervisor: Utility Maintenance Supervisor

Essential Job Functions: Responsible for the installation, maintenance, and repair of the City Utility Maintenance Program.

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	90 lbs	25 lbs	lbs	Water Equipment
Carry	90 lbs	25 lbs	lbs	Water Equipment
Push	90 lbs	25 lbs	lbs	Water Equipment
Pull	90 lbs	25 lbs	lbs	Water Equipment

Comments: _____

Employee Name (print)

Date

Doctor Signature

Date