



JOB DESCRIPTION

Utilities Maintenance Worker I –

Job Title: Wastewater Collection

Reports To: Supervisor – Wastewater Collection

Work Comp Code: 7520

Department: Utilities

Exempt

Non-exempt

Full Time

Part Time (hrs./week)

Pay Grade: 6

Salary Range: \$29,619.20 - \$45,905.60

Date: 10/01/2018

POSITION SUMMARY:

A skilled laborer position responsible for the construction, maintenance, and repair of wastewater collection facilities and systems.

ESSENTIAL FUNCTIONS AND DUTIES include the following. Other duties may be assigned as dictated by operational necessity.

- Assists in the repair of wastewater lines and other related appurtenances.
- Assists in the maintenance of wastewater lines and related appurtenances.
- Assists in the construction of wastewater lines and related appurtenances.
- Setting up work zones and assist in managing work zone safely.
- Job site clean-ups.
- Operates equipment such as Backhoe, Trencher and Loader on a limited basis.
- Keeps truck and other assigned equipment fueled.
- Cleans truck and other assigned equipment.
- Keeps stocked fittings organized in truck.
- Assists other divisions/departments when directed by crew leader/supervisor.
- Carries the after-hours pager when scheduled.
- Operate and maintain small equipment.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to carry out each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and, certificates or licenses required in order to fill the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. In lieu of certain requirements listed below, Employee may accrue or acquire certain specified time in service, specialized skills, and/or certifications, thereby qualifying for this position through the City's career progression policy.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of materials, practices, and equipment used in wastewater collection system construction, maintenance and repair activities.
- Knowledge of occupational hazards and safety precautions associated with operating light, medium, and heavy construction equipment.
- Knowledge of common hand and power tools. Basic working knowledge of electrical, mechanical, structural, and utility materials, including practical application.
- Skill in the operation of equipment used in wastewater collection system construction, maintenance and repair activities.
- Skill in understanding and following oral and written instructions.

- Skill in utilizing public relations techniques in responding to inquiries, after-hours emergencies, and complaints.
- Able to maintain effective working relationships with other members of utility crews.
- Able to read and interpret plans, blueprints, manuals, and diagrams.
- Able to perform general math calculations including formulas.
- Able to prioritize and complete multiple tasks.
- Able to work effectively either alone or in a group situation.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:

- High school diploma or equivalency certificate highly desirable, but not required.
- Valid Florida driver’s license required, Class “B” CDL within six months of date of hire.
- Must be able to acquire Wastewater Collection License C within two years of date of hire.

SUPERVISORY RESPONSIBILITIES:

- None

ESSENTIAL PHYSICAL ABILITIES:

Code: Constant = 2/3 or more of the time
 Frequent = from 1/3 to 2/3 of the time
 Occasional = up to 1/3 of the time
 N/A = Not applicable

Physical Skills	Constant	Frequent	Occasional	N/A
Heavy lifting (45 lbs. and over)			X	
Moderate lifting (15 to 44 lbs.)			X	
Light lifting (under 15 lbs.)		X		
Heavy carrying (45 lbs. and over)			X	
Moderate carrying (14 to 44 lbs.)			X	
Light carrying (under 15 lbs.)	X			
Reaching above shoulder	X			
Use of fingers		X		
Both hands required			X	
Climbing (use of legs and arms)			X	
Climbing (legs only)		X		
Good near vision	X			
Good distant vision	X			
Both eyes required	X			
Depth perception	X			
Distinguishing basic colors		X		
Distinguishing shades of colors		X		
Good hearing (with or without hearing aid)	X			
Straight pulling		X		
Pulling hand over hand		X		
Pushing		X		
Walking		X		

Physical Skills	Constant	Frequent	Occasional	N/A
Standing		X		
Crawling			X	
Kneeling			X	
Bending		X		
Balancing			X	
Stooping		X		
Jumping				X
Running			X	
Throwing			X	
Driving (cars, small vans, pick-ups, etc.)			X	
Driving & operating (heavy equip., trucks, etc.)			X	

ENVIRONMENTAL CONDITIONS:

Code: Constant = 2/3 or more of the time

Frequent = from 1/3 to 2/3 of the time

Occasional = up to 1/3 of the time

N/A = Not applicable

Environment	Constant	Frequent	Occasional	N/A
Work Inside			X	
Work Outside	X			
In the Heat	X			
In the Cold			X	
In High Humidity	X			
In Dampness or Chilliness		X		
In Dry Conditions		X		
In or with Noisy Conditions	X			
In Darkness			X	
In or with Dusty Conditions			X	
With Silica, Asbestos, etc.			X	
With Fumes or Gases			X	
With Smoke or Flames			X	
With Chemicals			X	
With Solvents			X	
With Grease or Oils			X	
With Radiant Energy			X	
With Electrical Energy			X	
On Slippery Surfaces			X	
On Uneven Surfaces			X	
In or With Moving Objects			X	
In or With Ladders/Scaffolding			X	
At Heights above Ground Level			X	
Below Ground Level			X	
In Water			X	

Environment	Constant	Frequent	Occasional	N/A
With Explosives			X	
With Poor Ventilation			X	
With Odors			X	
With Unusual Fatigue Factors			X	

DISCLAIMERS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by this supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise.

EMERGENCY RESPONSE STATEMENT:

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

I have read and understand the contents of this Job Description. I certify that I am capable of carrying out the Essential Functions and Duties of the job as specified.

(Print Name)

(Date)

(Signature)