



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Electrical Mechanical Specialist
DEPARTMENT: Public Works
DIVISION: Utilities/Water Plant
SUPERVISED BY: Manager or designee

JOB SUMMARY/OVERVIEW OF THE POSITION:

This is a highly skilled technical position responsible for the construction, operation, repair, and maintenance of City-owned water supply, transmission, storage, and distribution systems; wastewater collection, transmission, storage, and treatment systems; reclaimed water storage and transmission systems; and City-owned power generators. Work involves troubleshooting, fabricating, repairing, upgrading, and maintaining electrical, electronic, and mechanical systems to ensure safe and efficient utility operations. Employees in this role perform both independent work and collaborative tasks in support of the Utilities Department's mission. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed. May report to Plant Operator II.

ESSENTIAL JOB FUNCTIONS:

- Installs, modifies, maintains, and repairs electrical generating equipment, water distribution systems, wastewater collection systems, and wastewater treatment systems, including: electric valves, check valves, altitude valves, submersible pumps, vertical turbine pumps, centrifugal pumps, high-service pumps, aeration equipment, mixers, mechanical bar screens, chlorinators, telemetry systems, and computer monitoring systems.
- Fabricates, repairs, and installs control and electrical panels, motor-control centers, and electrical distribution systems.
- Installs, calibrates, maintains, and repairs measurement equipment such as meters, transmitters, telemetry devices, chlorination controllers, dissolved oxygen meters, and chart recorders.
- Upgrades, rebuilds, and rehabilitates wastewater pump stations, treatment plants, and equipment that has become obsolete or inefficient.
- Troubleshoots and repairs electrical, electronic, mechanical, and hydraulic systems.
- Obtains permits (building, electrical, etc.) and coordinates required inspections.
- Performs emergency repairs on water and wastewater systems, facilities, and equipment as needed.
- Maintains detailed records of equipment, generators, pump stations, and wells.
- Conducts safety and fire inspections of equipment, buildings, walkways, electrical and mechanical systems in compliance with County, State, and Federal standards.
- Assesses damage caused by lightning, fire, storm, or flooding; completes reports and coordinates insurance claims.
- Provides training and instruction on preventative maintenance procedures for electrical and mechanical systems.
- Performs startup inspections and operational performance testing on new and modified systems.
- Assists management with reviewing plans, specifications, and drawings for new construction and rehabilitation projects.
- Responds to after-hours call-outs as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of electrical, electronic, mechanical, and building systems.
 - Knowledge of City, State, OSHA, and other applicable safety codes and regulations.
 - Knowledge of proper use of hand and power tools, diagnostic equipment, and test instruments.
 - Strong analytical and problem-solving skills; ability to quickly assess issues and implement corrective actions.
 - Ability to read and interpret schematics, blueprints, and technical manuals.
 - Ability to work independently outdoors in varied weather conditions and safely in potentially hazardous environments.
 - Ability to work as part of a team, exercise good judgment, and maintain effective working relationships.
 - Skill in repairing motors, pumps, electrical systems, and electronic equipment.
 - Skill in operating City vehicles, utility equipment, and related tools.
 - Must maintain an acceptable driving record and remain insurable under the City's insurance carrier.
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- **Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of weight (50-80 pounds).
 - **Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.
 - **Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, water hazards, disease, or pathogenic substances.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or equivalent required.
- Three (3) years of experience in the field of environmental mechanics required. Local government experience, preferred.
- Bachelor's degree in a related field preferred.

Licenses / Certifications / Registrations:

- Must possess and maintain a valid Florida Driver's License.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION	REVISION DATE: 10/2025
FLSA STATUS: Non-Exempt	
PAY GRADE: SEE CURRENT PAY GRADE SCALE	