



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Utilities Technician I
DEPARTMENT: Public Works
DIVISION: Utilities
SUPERVISED BY: Utilities Supervisor

JOB SUMMARY/OVERVIEW OF THE POSITION:

This position works in the area of water construction, repair, maintenance, and installation of water systems. An employee in this position must possess a high level of independent motivation, exceptional judgement, and ability to work outdoors in all type of weather conditions. An employee in this position is required to be available for on-call rotation as well as emergencies within the City's jurisdiction and may take direction from a Utilities Technician II or III. May be scheduled to work nights, weekends and/or holidays. 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.

ESSENTIAL JOB FUNCTIONS:

- Installs, maintains, replaces and/or repairs various electrical/mechanical components and equipment, i.e., pumps, motors, gates, blowers, meters, switches, transformers, fans, belt presses, compressors, pressure and flow control valves, check valves, sediment filters and pipe lines; may perform welding and fabrication of needed parts.
- Inspects components and equipment for proper operating condition; observes actions and records readings and test results of all work/service performed; disassembles and inspects internal components and working condition; recognizes and reports any detected deterioration, repair needs, and maintenance needs to supervisor.
- Troubleshoots electrical, mechanical, and manual control systems; calibrates electronic control systems; reads and interprets electrical schematics, blueprints, diagrams, plans, and/or sketches in the preparation and performance of tasks.
- Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; flags and directs traffic and places markers, signs and cones around project/work site to ensure safety of crew and the traveling public; wears protective gear.
- Orders materials, parts, supplies, components, and/or equipment to maintain service truck inventory and for assigned work orders.
- Maintains detailed and accurate records and logs of all work performed, vehicle inspections, supplies/materials used, and conditions observed.
- Participates in emergency preparedness planning per established procedures; prepares chain saws and tools; prepares shop and trucks; stages all equipment; transports generators to essential sites.
- On-Call Duty: Employees designated as on-call must adhere to the established City On-Call Policy and their department's Standard Operating Procedures (SOPs) regarding on-call procedures, expectations, and response requirements.
- Operates a personal computer to enter, retrieve, review or modify data, utilizing Microsoft Word, Excel, Access, word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the operation and maintenance of utilities lines, pumps, electrical machinery, and controls;
 - Knowledge and ability to use and maintain hand and power tools and related equipment;
 - Knowledge and ability to diagnose problems and take corrective actions;
 - Knowledge of current trade practices and technology;
 - Ability to work from manufacturer manuals, drawings, and blueprints and calculates work specifications, and orders materials needed;
 - Ability to establish and maintain effective working relationships with other employees, supervisors, and others;
 - Ability to recognize occupational hazards and implement appropriate safety precautions;
 - Ability to use small office equipment, computers, and highly technical computer applications;
 - Ability to use or repair small, medium, and heavy equipment and machinery.
 - The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.
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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 moderate weight (12-20 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 GED
- 2 years of experience in water and/or sewer systems, preferably in a local government.
- Valid Florida Class E required. Commercial driver license, Class "B", preferred.
- FWPCOA Distribution Level III Certification and/or Wastewater Collection Technician Class "C", preferred.
- FDEP Water Distribution Level I License, preferred.
- Confined Space certification and Trenching and Shoring certification required within one year of employment.

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