

CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE:	Utilities Specialist
DEPARTMENT:	Public Works
DIVISION:	Utilities
SUPERVISED BY:	Public Works Supervisor

POSITION SUMMARY:

Installs, repairs and maintains water and sewer system components, according to City standards and regulations; ability to work effectively and efficiently with minimal supervision. This position requires mechanical aptitude to exercise good independent judgment. Subject to call out in emergencies, scheduled to work nights, weekends and/or holidays, or may be scheduled to work on-call duty. This position is supervised by the Crew Leader with ultimate oversight by the Public Works Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Hands-on installation, repair, and maintenance of meters, controls, piping and related water and sewer system components and devices, with little or no direct supervision, including digging, trenching and backfilling, truck driving, use of hand and power tools, using sewer cleaning and other equipment, and close lifting in a safe and proficient manner.
- Operation of water and sewer equipment in repair and maintenance of piping systems.
- Handles customer complaints in a timely manner using tact and good judgment.
- Complete written work orders timely, accurately, and legibly.
- Work safely, diligently and responsibly at completing assigned duties.
- May require work after normal hours and/or working on holidays and weekends, and call out to make or assist in emergency repairs of City facilities and equipment. Serve on-call status.

JOB STANDARDS:

Education & Experience: An equivalent combination of education and experience described below that provide the knowledge, skills, and abilities to perform the essential job functions would be qualifying.

Education: High School Diploma or GED.

Experience: One (1) or more years of experience in waste-water and sewer line construction or maintenance.

Licenses & Certifications: Valid Florida Commercial Driver's License (CDL) Class B or valid Florida Operator's License and ability to obtain a CDL Class B within 90 days of hire date. Must be insurable by the City's insurance carrier.

CRITICAL KNOWLEDGE, SKILLS, & ABILITIES:

Physical Requirements: Use of fingers, arms, hands and legs. Good eyesight (correctable) and hearing (correctable) are essential. Walking, standing, kneeling, bending, balancing, stooping, turning, driving of standard vehicle, light lifting and/or carrying (up to 45 lbs) frequent. Climbing, sitting, straight pulling, pulling hand over head, pushing, crawling, smelling, jumping, heavy lifting/carrying (45 lbs and over) are occasional.

Equipment: Telephone/2-way radio, standard vehicles, manual and power tools such as shovel, backhoe and abrasive power saws; sewer cleaner.

Skills & Expertise: Ability to understand and follow directions in English sufficiently to successfully perform required job duties. General knowledge of water and sewer piping systems repair and maintenance methodology. Ability to work in all weather conditions. Ability to provide an acceptable level of customer service, interacting with the public with courtesy and efficiency. Interact effectively and respectfully with supervisors and co-workers. Skill in operating power tools, light vehicles, tractor and dump trucks with manual or automatic transmissions, and occasionally performing general maintenance duties including light carpentry, grounds maintenance, painting, cement work and laying sod, etc. Ability to perform assigned duties timely and effectively while working carefully and complying with safety rules. Ability to follow directions and complete assignments accurately and on time. Willingness and ability to exercise good judgment, and perform at an acceptable level of efficiency and productivity. Actively support the Departments and the City's goals, programs, and objectives and comply with the City's regulations and procedures. Ability to work independently and confidentially without close supervision. Ability to maintain acceptable work schedule and attendance record. Must be insurable by the City's insurance carrier and maintain an acceptable driving record. May be required to perform the duties of a Sanitation Worker position.

ENVIRONMENTAL FACTORS:

Job Location: Primary location is within the Department of Public Works located in Brooksville, Florida and other facilities within the City jurisdiction.

Work Environment: Constant work outside, alone or closely with others during adverse weather conditions.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

- Performs other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City, to include Sanitation Worker.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

HR INFORMATION		REVISION DATE: May 2013	
FLSA STATUS: Non-Exempt	EEO CATEGORY: 8	W/C CODE:	
PAY GRADE: 580	SALARY RANGE:	Minimum	Mid-Range
			Maximum