



## **CLASSIFICATION DESCRIPTION**

**TITLE: UTILITY SYSTEMS TECHNICIAN I**

**JOB CODE: 7 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under supervision, the purpose of the position is to perform a wide range of routine labor intensive work in the installation, maintenance and repair of City water and sewer systems, and associated utility lift stations and facilities. Employees in this classification function at entry level, and are accountable for maintaining the cleanliness and appearance of the assigned lift stations and various facilities. Routine tasks are performed with some independence, and more difficult work is performed under direct supervision. Objective is to maintain utility systems and facilitate safe and efficient transporting of water/wastewater throughout the City.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs routine preventive maintenance, installation and repair services to City water/wastewater lines and associated utilities transport systems utilizing materials of the trade, e.g., VCP, PVC pipe, poly tubing, ductile iron pipe, asbestos cement pipe, brass pipe and adhesives, restraints, various coupling devices.
- Performs various customer service related service work. Works with customers to resolve issues and complaints.
- Installs, troubleshoots, maintains and repairs PEP systems.
- Cleans, inspects and maintains lift stations, water and wastewater facilities and equipment, e.g., performs water quality flushing, removes grease; lubricates motors and equipment, replaces packing in pumps and valves, replaces wiring and bearings in motors and pumps.
- Installs water and sewer systems; installs taps, backflows, stop-offs, domestic and reclaim water meters.
- Troubleshoots, disassembles, repairs, paints and replaces transmission lines and peripheral components, e.g., hydrants, gauges, motors, assemblies, ground flushing systems and valves, panels, switches.
- Operates equipment through test sequencing to ensure proper operating conditions; monitors

gauges and meters to ensure proper operating conditions.

- Performs all work in adherence to established preventive maintenance principles and schedules to detect wear and tear and prevent equipment and operational malfunctions; performs non-scheduled maintenance activities.
- Performs the safe and proper operation of trade's tools and power equipment; adheres to prescribed safety standards and regulatory requirements.
- Maintains daily work reports and preventive maintenance records, ensuring thorough documentation for identified problem areas. i.e. Confined space entry, trench safety and elevated work areas.
- Operates and performs minor maintenance on all heavy and construction equipment and vehicles up to and including Class 8. This includes ensuring that the equipment or vehicles meet all safety and operational standards.
- Coordinates with other utility crews on leaks, main breaks, or related critical events; responds to emergency call-in in disasters or other critical events.
- Where applicable, will serve on emergency call duty; be available for emergency call back and 24 hour on call operations.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by one (1) year experience in public utilities or other large scale commercial plumbing systems, and the ability to operate heavy equipment and tools of the trade; or an equivalent combination of education, training, and experience. General construction experience may be considered.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid State of Florida driver's license.

Reference Certification Master List for eligible certification pay.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow verbal and written instructions.
- Knowledge of the policies and procedures of utility systems installation, maintenance and repair; knowledge of all City, State and Federal rules, policies and regulatory standards applicable to the work.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to read and interpret blueprints and a variety of instructions in written, oral, diagram or schedule form.

- Knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in the public water/wastewater utilities preventative maintenance and repair field.
- Knowledge of and ability to utilize materials, methods and equipment used in excavation and general maintenance work.
- Ability to establish and maintain effective working relationships and communications with other employees, contractors, vendors, and the public.
- Ability to meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to update and maintain various records and reports, e.g., work order logs, inventory of materials, utility data bases.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 50 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this job the employee is occasionally required to push and/or pull up to 100 pounds.
- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, toxic or caustic substances, excessive noise, vehicular traffic, and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.