

## THE CITY OF UMATILLA

**JOB TITLE:** UTILITIES TECH I

**CLASSIFICATION:** LEVEL 1

**DEPARTMENT:** UTILITIES

**Pay Grade:** \$15.00 -- \$18.00 hr.

**Status:** Open until filled

### **JOB CHARACTERISTICS**

Performs heavy manual work involving semi-skilled maintenance tasks in the City's Water and Wastewater Departments. Work is performed in accordance with specific instructions and defined procedures. Routine tasks are performed with independence and more difficult work is performed under direct supervision.

### **EXAMPLES OF MACHINES, TOOLS AND EQUIPMENT USED**

Hand tools such as shovels, rakes, hammers, saws, pipe wrenches, etc.; power tools such as chain saws, lawn mowers, power saws, sewer cleaning machine, tapping machines, jack hammers, etc.; small equipment such as sprayers, air compressors, trenching machine, etc.; large equipment such as tractors, dump truck, backhoe and front-end loader

**SUPERVISION RECEIVED** – Utilities Manager

### **ESSENTIAL JOB FUNCTIONS**

#### Water Division

- Maintain and repair water, sewer and reclaimed water pipes;
- Installs fire hydrants, water meters, meter boxes and fittings;
- Cleans sewer lines;
- Locates and water, sewer and reclaimed water mains;
- Installs valves and conduits;
- Operates pumps and generators;
- Performs routine inspection and maintenance on equipment and vehicles;
- Lays sod;
- Performs custodial tasks and routine maintenance around stock room and shop including sweeping, cleaning, removing refuse and paper;
- Assists the City in the preparation for and aftermath of a major emergency, such as a hurricane or other storm or disaster;
- Assists operator with plant maintenance such as lubricating motors and equipment, replacing packing in pumps and valves, replacing wiring and bearings in motors and pumps;
- Installing and repairing sprinkler systems.
- Performs other related duties as required.

#### Wastewater Division

- Performs maintenance such as mowing, trimming and watering;
- Performs routine inspections and maintenance on equipment and vehicles;
- Installs underground water and sewer lines;
- When assigned, assists the Lift Station Mechanic or Lead Operator in the following duties: conducts preventive maintenance on lift stations;
- Performs maintenance and minor repairs on lift stations such as lubricating motors and equipment, replacing packing in pumps and valves;
- Operates pumps, valves, motors, controls and switches;
- Installs new equipment;
- Cleans and installs pipes and pipe-fittings;
- Performs other related duties as required.

#### **REQUIREMENTS:**

**Knowledge, Abilities and Skills** - General knowledge of tools and equipment used in water and wastewater trades

Ability to carry out assignments with minimum instructions; ability to adhere to prescribed routines and practices; ability to read and write; ability to drive and operate assigned equipment; ability to work on call rotation, and if require nights, weekends and holidays;

**Physical Demands** - This is heavy physical work most of the working time. Requires frequent walking; frequent standing, climbing, stooping, reaching, bending, lifting 50+ pounds, carrying/pushing/pulling 50+ pounds; good finger/hand dexterity and hand/eye coordination; good eyesight; hearing and speech or vocal communication (for safety); working in adverse environmental conditions (heat, cold, rain, etc.) for long periods of time; regular driving and operation of assigned equipment.

**Minimum Qualifications** - Minimum of one (1) year experience in public utilities. A demonstrated ability to read and write English is a prerequisite for employment in this position. Valid Florida Driver's License required; a Class "C" Water Distribution License issued by the State of Florida or Class "C" Water Operator Certification issued by the State of Florida; Class C Wastewater Collection Certificate from FWPCOA or Class "C" Waste Water Operator's Certification issued by the State of Florida, Back-flow Certification desirable or the ability to obtain if required. Continuing to maintain CEU's for each certification is also required.

*Note: Job Descriptions are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*