

## THE CITY OF UMATILLA

**JOB TITLE:** UTILITIES TECH. III

**CLASSIFICATION:** LEVEL 3

**DEPARTMENT:** UTILITIES

**Starting Pay Grade:** \$17.00 - \$22.00 hr.

**Status:** Open until filled

### **JOB CHARACTERISTICS**

Performs highly skilled maintenance and construction work in the water or wastewater fields requiring advanced laboring knowledge acquired through training or work experience. This position also involves operating and maintaining heavy equipment. Routine tasks are performed with considerable 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, small equipment such as sprayers, air compressors, trenching machine, electronic line location equipment, etc.; large equipment such as tractors, dump trucks, loaders, backhoe and front-end loader; sewer cleaning truck, well point equipment, pneumatic boring tools and utility televising equipment

**SUPERVISION RECEIVED** – Utilities Manager

### **ESSENTIAL JOB FUNCTIONS**

#### Water Department

- Reads and reviews water, reclaimed water and sewer utility maps and plans;
- Maintain and repair water, sewer and reclaimed water pipes;
- Installs fire hydrants, water meters, meter boxes and fittings;
- Cleans sewer lines;
- Locates water, sewer and reclaimed water mains;
- Installs valves and conduits;
- Operates pumps and generators;
- Performs inspection and maintenance on equipment and vehicles;
- Lays sod;
- Performs maintenance and custodial tasks such as sweeping, cleaning, painting, etc.;
- Assists the City in the preparation for and aftermath of a major emergency, such as a hurricane or other storm or disaster.
- When assigned, assists ground maintenance crew in mowing, trimming, etc.;
- Performs basic utility inspections, under the direction of the supervisor;
- Performs carpentry and concrete work;
- 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;
- Installs sprinkler systems and makes repairs;
- Performs other related duties as required

## Wastewater Department

- Operates equipment including tractors, dump trucks, loaders, belt press, etc.;
- Trains subordinates;
- Completes and maintains various forms, logs and records;
- Cleans wastewater tanks;
- Performs maintenance around plant including sweeping, cleaning, removing refuse and paper; performs lawn maintenance such as mowing, trimming, watering, fertilizing, etc.;
- Performs repairs and construction tasks such as painting, carpentry, plumbing, electrical, concrete, masonry, etc.;
- Performs inspections and maintenance on equipment and vehicles;
- Installs underground water and fuel 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, replacing bearings in motors and pumps, replacing wiring, etc.;
- 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** - Advanced knowledge of the operational characteristics of assigned equipment, tools, materials; knowledge of equipment maintenance and repair; knowledge of safe driving techniques and related occupational hazards

Ability to carry out assignments with minimum instructions; ability to adhere to prescribed routines and practices; ability to read and write and perform math calculations with speed and accuracy; ability to detect improper functioning of mechanical systems and make adjustments; 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** - High School Diploma or recognized equivalent; minimum of three (3) years experience in public utilities, to include at least one (1) year heavy equipment operation experience. A demonstrated ability to read and write is a prerequisite for employment in this position; a class "C" Water Distribution License issued by the State of Florida or class "C" Water Operator Certification issued by the State of Florida; Valid Florida Driver's License required; class C Wastewater Collection Certificate from FWPCOA or class "C" Waste Water Operators Certification issued by the State of Florida, Back-flow Certification desirable or the ability to obtain if required. Maintaining CEU's 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.*

Revised June 2016