

City of Webster

85 East Central Blvd.
Webster, FL 33597
(352) 793-2073



Position: Public Works Maintenance Technician – Water Distribution

Job Characteristics

This position performs a variety of installation, maintenance, and repair duties in the operation and maintenance of the City's transportation system including streets, sidewalks, alleys, curbs, gutters, signs, and markings. Work on the City's Utility Systems (water, sewer, and drainage). Public Works Technician is an entry level core position within the Public Works Division that requires employees to learn to perform basic water, wastewater, and right-of-way work and to demonstrate active and self-initiated learning and a progressively improving knowledge of water and wastewater operations and maintenance technology. Must be able to perform heavy manual work involving semi-skilled maintenance tasks with-in the City. Work is to be performed in accordance with specific instruction and defined procedures. Routine tasks are performed with independence and more difficult work is performed under direct supervision.

Examples of Machine, Tools and Equipment

Hand tools such as shovels, rakes, hammers, saws, pipe wrenches, etc.; power tools such as chain saws, lawnmowers, power saws, tapping machines, jack hammers, etc.; small equipment such as sprayers, air compressors, etc.; large equipment such as tractors, dump truck, back hoe and front end loader.

Supervision Received

Reports to Department Director

Essential Job Functions

Participate in the installation, maintenance, repair of asphalt, concrete, pipe, signs, guardrails, and landscaped areas. Perform assessments, trouble shoot and identify system problems. Perform duties as part of a work crew during emergency repairs. Assist with excavation activities. Operate a variety of hand and power tools, heavy equipment, and other pieces of equipment. Comply with pertinent safety standards, traffic laws, traffic control policies, applicable State and Federal requirements, ordinances, and rules while performing tasks. Perform preventative maintenance and minor repairs on equipment. Perform maintenance on utility equipment as needed. Take and record various readings such as meters, equipment, pumps, etc. Perform inspections and guide contractors working for the City. Perform investigations regarding customer's concerns. Perform maintenance and repair on the city's utility systems. The list of essentials 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.

Duties:

- Mow, edge, string trim and trim hedges on City properties.
- Bush hog large areas with tractor and bush hog mower.
- Preventative maintenance and repair equipment as need or per manufactures specifications.
- Read water meters.
- Water service turn on and turn offs.
- Repairs or replaces defective meter.
- Installs new services.
- Maintain and repair water and sewer mains.
- Flush water mains.
- Exercise and repair water and sewer valves.
- Check and perform preventative maintenance on the lift stations.
- Responds to emergency call-outs.
- Mowing and trimming or right of ways
- Maintains a log of all work done
- Any other duties assigned by the Department Director and/or designee.

Requirements:**Knowledge, Abilities and Skills**

General knowledge of tools and equipment used in the lawn and landscaping, water and wastewater trades and general maintenance of equipment.

Ability to carry out assignments with minimum instruction; ability to adhere to prescribed routines and practices; ability to read and write; ability to drive and operate assigned equipment.

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 GED equivalency; Must possess a valid Florida driver's license; The ability to obtain a water distribution level 3 certification in 18 months after employment; A demonstrated ability to read and write English is a prerequisite for employment in this position.

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

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

“The City of Webster maintains and enforces a drug- free workplace program. As part of this program, applicants will be required to submit to a drug and/ or alcohol screening test.”

Employee

Date

Supervisor/Department Head

Date



Note: This application must be completed in its entirety and signed if you wish to be considered for employment. Information submitted on the application may be subject to verification. Completed applications are to be returned to City Hall. 85 E Central Ave. Webster, Florida 33597

APPLICANT INFORMATION

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____
SOCIAL SECURITY NUMBER: _____ EYES: _____ HAIR: _____
DATE OF BIRTH: _____ PLACE OF BIRTH: _____
TELEPHONE NUMBER: _____
(HOME) (CELL)
MAILING ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)
DRIVER LICENSE NUMBER: _____
(NUMBER) (STATE) (CLASS)
EXPIRATION DATE: _____

EDUCATION

NAME AND ADDRESS OF HIGH SCHOOL: _____
RECEIVED: () DIPLOMA () EQUIVALENCY DATE RECEIVED: _____
NONE, HIGHEST GRADE COMPLETED _____
YOUR NAME IF DIFFERENT FROM APPLICATION: _____

.....
NAME AND ADDRESS OF BUSINESS, CORRESPONDENCE, TRADE OR VOCATIONAL SCHOOL

DATE OF ATTENDANCE (MONTH/YEAR) FROM: _____ TO: _____
AREA OF STUDY: _____

.....
INDICATE THE POSITION YOU ARE APPLYING FOR _____
.....

DO YOU CURRENTLY HAVE A RELATIVE EMPLOYED BY THE CITY OR ARE YOU RELATED TO AN ELECTED OFFICIAL OF THE CITY? YES/NO. IF YES PLEASE GIVE THE NAME OF THE EMPLOYEE AND RELATIONSHIP _____

DO YOU SPEAK OR WRITE ANY LANGUAGE OTHER THAN ENGLISH YES _____ NO _____
IF YES WHICH LANGUAGE? _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR FIRST-DEGREE MISDEMEANOR? YES _____ NO _____
IF YES, WHAT WERE THE CHARGES _____
WHERE CONVICTED _____

NOTE: A YES ANSWER TO THESE QUESTIONS WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT. THE NATURE, SEVERITY, AND DATE OF THE OFFENSE IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING ARE CONSIDERED.

EMPLOYMENT EXPERIENCE

DESCRIBE YOUR WORK EXPERIENCE IN SUFFICIENT DETAIL, BEGINNING WITH THE MOST CURRENT/RECENT JOB. USE A SEPARATE BLOCK TO DESCRIBE EACH POSITION. INCLUDE MILITARY SERVICE (INDICATE RANK) AND VOLUNTEER WORK, IF APPLICABLE INDICATE NUMBER OF EMPLOYEES SUPERVISED. ATTACH ADDITIONAL SHEETS IF NECESSARY, USING THE SAME FORMAT AS ON THE APPLICATION.

1. NAME OF NEXT PREVIOUS EMPLOYER: _____
ADDRESS: _____
YOUR JOB TITLE: _____ SUPERVISOR'S NAME _____
FROM: _____ TO: _____ ANNUAL SALARY: _____ / _____
(MO/YR) (MO/YR) (HR/WK)
MAY WE CONTACT YOUR EMPLOYER? YES _____ NO _____ TELEPHONE: _____
DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

2. NAME OF NEXT PREVIOUS EMPLOYER: _____
ADDRESS: _____
YOUR JOB TITLE: _____ SUPERVISOR'S NAME _____
FROM: _____ TO: _____ ANNUAL SALARY: _____ / _____
(MO/YR) (MO/YR) (HR/WK)
MAY WE CONTACT YOUR EMPLOYER? YES _____ NO _____ TELEPHONE: _____
DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

3. NAME OF NEXT PREVIOUS EMPLOYER: _____
ADDRESS: _____
YOUR JOB TITLE: _____ SUPERVISOR'S NAME _____
FROM: _____ TO: _____ ANNUAL SALARY: _____ / _____
(MO/YR) (MO/YR) (HR/WK)
MAY WE CONTACT YOUR EMPLOYER? YES _____ NO _____ TELEPHONE: _____
DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

4. NAME OF NEXT PREVIOUS EMPLOYER: _____
ADDRESS: _____
YOUR JOB TITLE: _____ SUPERVISOR'S NAME _____
FROM: _____ TO: _____ ANNUAL SALARY: _____ / _____
(MO/YR) (MO/YR) (HR/WK)
MAY WE CONTACT YOUR EMPLOYER? YES _____ NO _____ TELEPHONE: _____
DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

.....
DATE AVAILABLE TO BEGIN WORK: _____
(MO/DAY/YR)
.....

REFERENCES

LIST THREE PERSONAL REFERENCES THAT YOU HAVE KNOWN FOR AT LEAST ONE (1) YEAR. DO NOT INCLUDE RELATIVES.

1. _____
(NAME) (PHONE NUMBER)
2. _____
(NAME) (PHONE NUMBER)
3. _____
(NAME) (PHONE NUMBER)

PLEASE STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

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VETERANS PREFERENCE/MILITARY SERVICE

CHECK IF YOU ARE CLAIMING VETERAN'S PREFERENCE AS:

_____ A DISABLED VETERAN WHO IS ELIGIBLE FOR OR RECEIVING COMPENSATION UNDER PUBLIC LAWS ADMINISTERED BY THE UNITED STATES VETERANS ADMINISTRATION AND THE DEPARTMENT OF DEFENSE, OR

_____ THE SPUSE OF A VETERAN WHO CANNOT QUALIFY FOR EMPLOYMENT BECAUSE OF A TOTAL OR PERMANENT DISABILITY, OR THE SPOUSE OF A VETERAN MISSING IN ACTION, CAPTURED OR FORCIBLY DETAINED BY A FOREIGN POWER, OR

_____ A VETERAN OF ANY WAR OR WHO HAS SERVED ON ACTIVE DUTY FOR 180 CONSECUTIVE DAYS OR MORE DURING WARTIME ERA, OR

_____ THE UNREMARIED WIDOW OR WIDOWER OF A VETERAN WHO DIED AS A RESULT OF A SERVICE-CONNECTED DISABILITY.

BRANCH OF SERVICE _____ DATE OF ENTRY _____

DATE OF HONORABLE DISCHARGE _____

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EEO SURVEY

THE FOLLOWING INFORMATION IS REQUESTED TO AID THE CITY OF WEBSTER IN ITS COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION. IT IS UNLAWFUL FOR AN EMPLOYER TO FAIL OR REFUSE TO HIRE ANY INDIVIDUAL OF EMPLOYMENT OPPORTUNITIES BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, OR HANDICAP.

1. SEX: MALE: _____ FEMALE: _____

2. DO YOU HAVE A DISABLING HANDICAPPING CONDITION? YES: _____ NO: _____
IF YES, PLEASE SPECIFY: _____

3. RACE:

_____ AMERICAN INDIAN OR ALASKAN NATIVE-A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AND SOUTH AMERICA (INCLUDING CENTRAL AMERICA), AND WHO MAINTAINS CULTURAL IDENTIFICATION THROUGH TRIBAL AFFILIATION OR COMMUNITY RECOGNITION.

_____ BLACK OR AFRICAN AMERICAN-A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA. TERMS SUCH AS HAITIAN OR NEGRO CAN BE USED IN ADDITION TO BLACK OR AFRICAN AMERICAN.

_____ ASIAN-A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, INDIA, OR THE PACIFIC ISLANDS.

_____ HISPANIC OR LATINO (ALL RACES)-A PERSON OF MEXICAN, PUERTO RICAN, CUBAN, CENTRAL OR SOUTH AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.

_____ WHITE-A PERSON HAVING ORIGINS IN EUROPE, NORTH AFRICA, OR THE MIDDLE EAST.

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CERTIFICATION

I AM AWARE THAT ANY OMISSIONS, FALSIFICATIONS, MISSTATEMENTS, OR MISREPRESENTATIONS MAY DISQUALIFY ME FOR EMPLOYMENT CONSIDERATION AND, IF I AM HIRED, MAY BE GROUNDS FOR TERMINATION AT A LATER DATE.

I UNDERSTAND THAT ANY INFORMATION I GIVE MAY BE INVESTIGATED AS ALLOWED BY LAW. I CONSENT TO THE RELEASE OF INFORMATION ABOUT MY ABILITY AND FITNESS FOR CITY OF WEBSTER EMPLOYMENT BY EMPLOYERS, SCHOOLS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND ORGANIZATIONS TO INVESTIGATORS, PERSONNEL STAFF, AND OTHER AUTHORIZED EMPLOYEES OF CITY OF WEBSTER FOR EMPLOYMENT PURPOSES.

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE STATEMENTS CONTAINED HEREIN AND ON ANY ATTACHMENTS ARE TRUE, CORRECT, COMPLETE, AND MADE IN GOOD FAITH.

SIGNATURE

DATE