

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