City of Dunedin, Florida
Class Description

JOB TITLE: Water Service Worker
Water: Distribution, Water Division
Public Works & Utilities Department

GENERAL STATEMENT OF JOB

Under supervision, performs moderately complex skilled and unskilled work in the installation, maintenance and repair of reclaimed and potable water mains, water meters, fire hydrants, backflow preventers and other water distribution components. Performs related work as required. Reports to the Water Distribution Supervisor or as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Performs skilled and semi-skilled work in the installation, maintenance and repair of raw, reclaimed and potable water distribution system components, including water mains, water meters, service lines, fire hydrants, backflows, irrigation systems, etc., performing all work in compliance with applicable policies, procedures, laws, codes, safety and health regulations.

Installs, tests and repairs backflow devices.

Reads, installs/replaces, tests, maintains and repairs water meters.

Taps water mains to initiate new service.

Locates water mains.

Installs sod and square cuts asphalt/concrete in work areas as required for site clean-up.

Participates in the Water Distribution programs.

Loads and unloads trucks.

Operates heavy equipment as required in the performance of daily tasks; equipment includes a backhoe, bobcat, fork lift, ditch witch, trencher, compactor, tractor/mower, dump trucks, etc.; uses other equipment and tools including pumps, air compressor, bullet machine, tapping machine, welding tools, mechanic's tools, cutting torch, and various other hand and power tools.

Maintains assigned equipment, tools and vehicles.

May perform work related to special assignments or projects, including but not limited to collecting water samples for analysis, performing plant operator duties as required, etc.

Assists with employee training.

Maintains and submits required records and reports.

Receives and responds to customer/public inquiries, concerns and complaints regarding division activities and services.

Subject to call back.

Attends meetings, workshops and training to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, copying and filing documents, etc.

Stocks truck with required daily supplies and materials.

Maintains clean and orderly shop area.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent and prefer one year of experience in public water systems maintenance and repair.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a A Class "B" Florida CDL with appropriate endorsements is preferred, or must be able to obtain within 1 year of employment.

Requires a DEP Water Distribution III State license or the ability to acquire within 2 years of employment.

Will obtain a FW&PCOA Backflow Assembly Maintenance and Repair license, within 2 years of employment.

Will obtain a Reclaimed Field Inspector Certification.

May require additional certification and training as deemed appropriate by the Supervisor.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Water Service Worker . Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the principles, theories, practices and methodologies of water distribution systems and their maintenance and repair, and other fields applicable to the requirements of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, including a backhoe, bobcat, fork lift, pumps, dump truck, hand and power tools, etc. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment.

Verbal Aptitude: Requires the ability to use a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret technical materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or

verifiable criteria. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over). Requires sufficient hand/eye coordination to perform skilled movements, as in mechanical repair work.

Sensory Requirements: Some tasks require visual, depth, olfactory and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, electric currents, machinery hazards, traffic hazards, and noise extremes.

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

Public Works & Utilities Director

Date 7/22/16