

City of Dunedin, Florida
Class Description

JOB TITLE: TV & Seal Truck Operator
Public Works & Utilities Department
Wastewater Division

GENERAL STATEMENT OF JOB

Under general supervision, inspects, records and provides recommendations on deficiencies in the wastewater collection system so that necessary repairs can be made. Performs related work as required. Reports to the Wastewater Collection System Superintendent.

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.

Inspects sewer system with a closed-circuit television camera; observes and records blockages and other potential problems.

Assists in supervising subordinate division personnel. Duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; and recommending disciplinary action.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Prioritizes work orders for repair work and cleaning.

Directs traffic control around job site and ensures compliance with safety regulations.

Assists in the cleaning of sewer mains and in the installation, repair and/or replacement of sewer mains, laterals, manholes, to include trenchless technologies such as sectional main line and lateral lining repairs.

Mixes and utilizes chemicals to seal leaks in system.

Provides instruction and leadership to assigned division personnel.

Operates equipment such as a TV truck, backhoe, bobcat, dump truck, television diagnostic equipment, forklift, rodding equipment, pump, air compressor, generator, laser and transit, and various hand and power tools as required for daily tasks.

Maintains and performs minor repairs of assigned equipment; maintains assigned vehicles.

May assist with ordering, receiving and maintaining inventory of supplies and materials.

TV & Seal Truck Operator, Public Works & Utilities Department, Wastewater Division

Performs all duties in compliance with all applicable policies, procedures, laws, codes, safety and health regulations.

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

Responds to emergencies as required; subject to call back.

Compiles data for and prepares a variety of required reports and records.

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

Updates Atlas daily through TV inspections.

ADDITIONAL JOB FUNCTIONS

Performs general maintenance and grounds keeping duties as required.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED with seven to ten years of experience in public wastewater systems maintenance.

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

SPECIAL REQUIREMENTS

Requires certification as a class "B" Wastewater Collection Technician.

Requires valid Florida class "B" CDL with appropriate endorsements.

Traffic Control Certification.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations.

Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated. Responds to emergencies as required; subject to call back.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the TV/Seal Truck Operator. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of wastewater collection systems and their maintenance and repair, and other fields applicable to the requirements of the position. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. 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.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to offer leadership and assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions. Requires the ability to use, operate and/or handle equipment such as a fork lift, bobcat, backhoe, truck, television diagnostic equipment, generator, hand 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/or descriptive data and information.

Mathematical Aptitude: Has knowledge of basic mathematics. 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 independent judgement to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various 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. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. 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 objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over). Requires sufficient hand/eye coordination to perform semi- skilled/skilled movements, as in mechanical repair work and machinery control.

Sensory Requirements: Some tasks require visual, olfactory, depth, texture 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, disease/pathogens, electric currents, machinery hazards, traffic hazards, vibrations, 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 / City Engineer

6/23/2020
Date