
City of DeFuniak Springs – Water/Wastewater Technician

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Utilities
REPORTS TO: W/WW Foreman

The City of DeFuniak Springs is an Equal Opportunity and Drug Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Performs inspections and assists backflow prevention staff in cross connection control tasks.
- Investigates customer complaints related to water/sewer.
- Connects and disconnects meters.
- Installs and makes repairs to services and service lines.
- Ensures that valves are turned for maintenance and repair.
- Ensures that hydrants are properly maintained.
- Cleans around meters that are covered by debris or dirt.
- Maintains and submits forms and records as needed.
- Installs, maintains, and repairs water/sewer taps, water/sewer lines, sewer valves, fire hydrants, and manhole rings and covers.
- Utilizes hand-held manual, air and gas-powered tools and equipment in the performance of duties (i.e., pipe wrenches, pipe cutters, saws, cement mixers, air compressors, tapping machines, pipe threaders).
- Participates in restoring work sites to serviceable condition (i.e., repairing asphalt and concrete, and filling holes).
- Reads and interprets water/sewer maps, blueprints, construction plans, and as-built drawings.
- Repairs water/sewer leaks, stoppages, lines, and valves.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public relations and communications principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of state and federal regulations affecting water/sewer utilities.
- Knowledge of principles, practices, techniques, and skills regarding sewer operations.
- Knowledge of all codes, requirements, and regulations of water distribution, water/sewer piping infrastructure, sewer collection, service taps, metering, and equipment.
- Knowledge of equipment, tools, and supplies required to accomplish all operations.
- Knowledge and ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of systems lines, meters, gauges and repairs.

- Skilled in establishing and maintaining effective work relationships and communicating in a positive and respectful manner with City staff, officials, other government and private agency officials, and the general public.
- Skilled in dealing with customers and able to handle stressful situations.
- Skilled in organization, including attention to detail.
- Skilled in the operation of light, moderate and heavy motorized equipment.
- Ability to inspect items for proper length, width, depth, and shape; identify degrees of similarity in form; and visually read a myriad of information.
- Ability to perform manual labor in all weather conditions.
- Ability to perform in hazardous conditions and around public roadways.
- Ability to work in confined spaces.
- Ability to demonstrate flexibility and cooperative attitude when faced with change.
- Ability to be flexible and change job priorities at a moment's notice.
- Ability to communicate effectively verbally and in writing with staff, City Officials, and the public.
- Ability to work harmoniously with a diversity of individuals both inside and outside the city offices.
- Ability to operate motor vehicles to drive to training centers or various departments as necessary.
- Ability to travel occasionally for meetings, training, or career development.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Required Qualification(s):

High school diploma or GED obtained. Drive license required.

Preferred/Desirable Qualification(s):

Two (2) years' experience in installation and maintenance of water/sewer systems or related field.

Special Requirement(s):

May require additional licenses and certifications such as Class A CDL, wastewater collections, and FDOT Temporary Traffic Control Certification. CPR certified or ability to obtain certification.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:

Required to operate a vehicle and/or equipment. Tasks involve the intermittent performance of physically demanding work, typically involving some combination of climbing ladders, reaching, bending, kneeling, crouching, standing, and making continuous hand/arm movements. Sufficient vision and hearing to safely and accurately perform essential functions (with or without correction) is required. Works at heights (up to 150 feet). May work in strong odors. May also require lifting, carrying, pushing, or pulling of objects and materials weighing 20-50 lbs. Must be available to work night, weekend, and holiday shifts. On night, weekend, or holiday shifts as assigned, may be required to work alone. On such assignments, within established policies and procedures, incumbents of this class are expected to work with considerable initiative and independent judgement in identifying and taking corrective action on the more routine problems.

Work Environment:

Moderate to heavy manual labor. Works outside with exposure to extreme weather conditions such as heat, sun, cold, wind, rain, storms, etc. Exposure to mosquitoes, flies, bees, and other pests is also common.

Exposure to normal traffic hazards. Works often in close proximity to moving vehicles/equipment. Very physical and dirty.

Hours Worked

Work schedules are Monday – Thursday 6:30 am to 5 pm or Tuesday – Friday 6:30 am – 5 pm. The Superintendent assigns schedule.

Pay Grade:

It is a condition of employment for employee to refrain from reporting to work or working with the presence of drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

Employee Signature: _____ Date: _____