

Town of Fort Myers Beach Job Description

Position: Entry Level Utility Technician
Department: Utilities Department

POSITION SUMMARY

The water utility technician's main responsibility includes delivering top-notch customer service to the community while performing under general supervision, maintaining water meters, reading meters and recording readings; assisting in the installation, repair and replacement of water mains, water meters, fire hydrants and other water facilities; computing water consumption; and performs related work for service work order's pursuant to Town of Fort Myers Beach ordinances. An employee in this classification works under the direct supervision of the utility manager.

ESSENTIAL JOB FUNCTIONS

- Reads meter dials and records readings; Computes water consumption; performs re-reads as needed.
- Retrieves and process water samples according to regulatory procedures.
- Responds to emergency calls during work and after normal working hours.
- Tests and calibrates meters to departmental standards.
- Keeps a record of new meter installations and exchanges.
- Repairs leaks in service assemblies.
- Assists in maintaining a complete and accurate on-site logbook and records on all water system activities.
- Monitor and maintain metering stations, wells, pumping stations, reservoirs, and elevated towers.
- Monitor and testing of bacteria, minerals, and chemicals within the distribution system. Ensure testing is performed according to State, local, and federal regulations; Performs daily locates and follows procedures established for their reporting.
- Installs, replaces, repairs, inspects and maintains residential and commercial water meters and hydrant meters used by construction firms.
- Assists in the installation, repair and maintenance of the Town's water system, including water mains, water service lines, and hydrants.
- Turns water service off and on as appropriate.
- Performs safety inspections of equipment and machinery.
- Reports defects and irregularities to supervisor.
- Receives and responds to inquiries and complaints from customers and the general public regarding water service; Assist with the implementation of customer requests for service.
- Make arithmetical calculations.
- Perform assigned tasks without close supervision.
- Communicate effectively.
- Read and understand work orders, drawings, maps, etc.
- Operate equipment and tools with skill and safety.

- Assist with other town duties as directed.
- Annual Fire Hydrant Inspections.
- Annual Hydrant Inspections.
- Annual Valve exercising.
- Annual Valve Inspections.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Performs all supply-related tasks for routine and emergency maintenance.
- Thorough knowledge of Town laws and regulations pertaining to water utility; Assists the general public by answering questions based on knowledge of the Town and surrounding areas.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace.
- May distribute notices to water customers.
- May maintain field reports, work orders.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or his/her designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent.
- Certification as a Class C water distribution license the state of Florida within 2 years of employment and maintain that certification.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Ability to safely operate motorized tools, manual tools, and light equipment such as lawn mowers, weed eater, saws, drills, augers, tillers, compactors and emergency generators.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written, diagram and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of the techniques and procedures used in streets, grounds, and facility repair and maintenance.

- Knowledge of occupational safety rules and practices.
- Knowledge of signage regulations and applications.
- Knowledge of proper care and maintenance of native vegetation.
- Ability to work in high traffic areas and deep trenches.
- Ability to prepare documents, including inventory records, timesheets, material lists and other related documents.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.
- General knowledge of the tasks, tools and materials associated with water equipment and vehicle maintenance, supply, inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of Basic mechanical principles; The use of hand and power tools; Accepted methods of repair, rehabilitation and maintenance of water meters; Safety rules and precautions related to the use of tools, vehicles and equipment; Proper procedures in lifting or moving heavy objects.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, 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.