



JOB DESCRIPTION

JOB TITLE

Utility Service Worker

DEPARTMENT

UTILITY DEPARTMENT, WATER DIVISION

PAY CLASSIFICATION

A1-1

GENERAL PURPOSE

Under general supervision, accurately reads, records, and reports water meter readings. Follows designated routes and clears debris from meter boxes. Interacts with customers and addresses questions and resolves complaints. Reports abnormal readings and makes field repairs. Works with other members of the utility department and performs other duties as assigned.

DIRECT REPORT

Works under the general supervision of the Water Division Manager, Distribution Technicians, or Plant Operators.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of unskilled and semi-skilled maintenance work and operates a variety of equipment in the maintenance of the City's utility supply, treatment and distribution/collection systems.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.
- Makes minor repairs to meters, cleans meter dials, replaces and reprograms meter heads and replaces broken meter boxes.
- Performs all duties in conformance to appropriate safety and security standards.
- Connects and disconnects water service, takes initial and final meter readings, and maintains appropriate records.
- Operates tractors, mowers, trucks, hand tools and other listed equipment as needed. Maintains skills and knowledge in the proper and safe techniques of utility maintenance.
- Collects and disposes of solid waste from grounds, picks up litter from premises

- Performs required labor involved in construction, operation, and maintenance of the utility system.
- Loads and unloads heavy material from trucks. May operate tractors, backhoe, dump trucks, roll-off trucks, generators, compressors, and hand tools.
- Reads meters, posts non-payment notices and turns on/off water services.
- Performs minor repairs to meters, services and mains as necessary.
- Assists with utility repairs, valve exercising and other utility duties.
- Performs any other functions as deemed necessary for the operation of the utility.

NON ESSENTIAL JOB FUNCTIONS

- All other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities

- Must be computer literate and capable of learning computer-based preventive maintenance software.
- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance and repair activities of a utility.
- Skilled in operation of some of the listed equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely and communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- Ability to work outdoors in various weather conditions.
- Ability to remain calm in stressful condition.

EDUCATION/EXPERIENCE

- High school diploma or GED equivalent required plus
- Two (2) years of experience in the utility, construction, or customer service field.
- One (1) year of vocational or technical training may be substituted for one year of experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Must possess a valid State of Florida Driver's License or ability to obtain within 30 days of hire.

EQUIPMENT/TOOL KNOWLEDGE

- Working knowledge and skills needed in the daily operation and/or testing of utility tools and equipment which may consist of detection devices, generators, pumps, motors, gauges, hand and power tools, communication devices, computers and misc. office equipment.

PHYSICAL REQUIREMENTS

- Position may require physical effort and lifting and/or moving up to 50 lbs. of force occasionally and up to 20 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching, subject to inside and outside activities with weather changes, noise, vibrations, job hazards, and atmospheric conditions. Visual acuity is required to operate automotive equipment and inspect water meters. Manual dexterity is required in performance of duties.

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

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job. This job description does not create an employment contract.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____