



JOB DESCRIPTION

<u>JOB TITLE</u>	Utility Service Worker
<u>DEPARTMENT</u>	UTILITY DEPARTMENT/WASTEWATER DIVISION
<u>PAY CLASSIFICATION</u>	A1-1
<u>GENERAL PURPOSE</u>	Performs a variety of unskilled and semi-skilled maintenance work, and operates a variety of equipment in the grounds keeping, construction and maintenance of the utility system owned by the City of Wildwood.
<u>DIRECT REPORT</u>	Works under the supervision of the Lead Plant Operator, and/or Wastewater Division Manager.
<u>ESSENTIAL JOB FUNCTIONS</u>	<ul style="list-style-type: none">• 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 facilities and system.• 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.• Performs all duties in conformance to appropriate safety and security standards.• 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.• Operates sludge press and removes sludge via roll-off truck to a location as determined by the City.

- Performs required labor involved in construction, operation, and maintenance of the water and sewer system.
- Loads and unloads heavy material from trucks. May operate tractors, backhoe, dump trucks, roll-off trucks, generators, compressors, and hand tools.

NON ESSENTIAL JOB FUNCTIONS

- All other duties as assigned.

MINIMUM QUALIFICATIONS

- Must be computer literate and capable of learning computer-based preventative maintenance system.
- 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 understand and carry out written and oral instruction.
- Ability to work outdoors in various weather conditions.
- Ability to remain calm in stressful conditions.

EDUCATIONAL/EXPERIENCE

- Must have a high school diploma or GED plus
- Minimum of 2 years of experience in the maintenance of electrical and mechanical equipment.
- One year of vocational or technical training may be substituted for one year of experience.

LICENSES, CERTIFICATES OR REGISTRATIONS

- Valid Commercial Driver’s License Class B (CDL B) or ability to obtain within 3 months
- Class C Wastewater License preferred or willing to obtain.

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: _____

HR Signature: _____ Date: _____

March 11, 2015