



CITY OF ALTAMONTE SPRINGS

JOB POSTING **POSTING #: 2016-024** **OPEN UNTIL FILLED**

TITLE: Utility Service Worker

Hiring Range: (4/B) \$25,959/yr - \$29,853/yr*
(*based on experience)

DEPT/DIVISION: Public Works/Water Distribution (814)

City Applications will be accepted for Posting #2016-024 until the position is filled.

MINIMUM QUALIFICATIONS:

- Six (6) months experience repairing and maintaining a water distribution utility system.
- High school diploma or G.E.D.
- Valid driver license. Must obtain Florida driver license within thirty (30) days of employment.
Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

PREFERABLE QUALIFICATIONS:

- Experience in reading and interpreting blueprints and diagrams.
- Experience in the operation and maintenance of dual water distribution system.
- Six (6) months experience in new construction of a water distribution utility system.
- Six (6) months experience with wet taps.
- Six (6) months experience with dry taps.
- Level III Department of Environmental Protection Water Distribution License (must obtain within eighteen (18) months of employment).
- Level II Department of Environmental Protection Water Distribution License (employee will receive a 1.5% in-band increase when they progress from a level III to a level II).
- Level I Department of Environmental Protection Water Distribution License (Employee will receive a 2.0% in-band increase when they progress from a level II to a level I).
- Completion of the following NIMS Courses:
 - Basic IS-700 (6 months)
 - Basic ICS-100 (6 months)

POSITION FUNCTION:

Perform repair and maintenance of the potable and reclaimed water dual distribution system.

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM
www.altamonte.org

PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

WE ARE PEOPLE WHO CARE ABOUT PEOPLE

Tasks/Duties of Utility Services Worker

Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.

<u>TASK/DUTY</u>
Assist Lead Utility Service Worker in the construction, maintenance and installation of water mains, valves, hydrants, service connections, dual check devices and meters.
Receive and comprehend oral instructions and written work orders from Utility Billing.
Record work performed, materials used and related activities for entry into written and/or computerized maintenance records.
Perform wet and dry taps, exchange meters, repair hydrants and do preventive maintenance when necessary. Dig trenches in wet and dry soil for service lines, locate main lines, repair service/main breaks and perform reclaimed water re-inspections. Operate construction equipment: jack hammer, underground boring machines, valve exercising machine, saws, pumps, etc.
Perform valve exercising manually or with valve machine.
Perform meter testing three inches and above.
Assist contractor with water main shut downs, witness taps, full line flushing, hydrant inspections and flows for new construction.
Assist private facilities with emergency shut down and all water related issues on a 24 hour seven day a week basis.
Work extended hours and be available for all emergency work after hours.
Assist customers with various water related problems.
Maintain required stocking level of supplies, materials in assigned trucks.
Drive to city work sites