

# Underground Utilities Service Worker Trainee 1016

**Grade:** 11

**Reports to (Primary):** Underground Utilities Superintendent and Underground Utilities Assistant Superintendent

**Classification:** Non-Exempt  
Essential Employee

**Division:** Underground Utilities

**Date:** 6-2-08

**Approved:** 10-21-08

**Revision Date:** 6-1-10

**Revision Approved:** 6-1-10

## Job Summary:

Performs intermediate semiskilled work in the installation, repair, and maintenance of water and sewer lines and appurtenances. Work may be performed under some supervision from a Licensed Underground Utilities Service Worker.

## Essential Job Functions

1. Participates in the work of a crew engaged in the installation, maintenance, and repair of water and sewer lines.
2. Makes service connections.
3. Installs, repairs, and replaces large and small sewer and water lines and related facilities.
4. Repairs and replaces fire hydrants.
5. Repairs line leaks; installs meters; replaces meter boxes and lids.
6. Changes meters; repairs meter leaks; performs water pressure tests.
7. Locates lines and main service lines for contractors and other utility companies.
8. Reads residential, commercial, and industrial water meters on assigned routes and records usage.
9. Keeps records of meters read and reports meters not accessible for reading with handheld meter reading computer.
10. Checks to see that meters and visible connection are correctly installed and functioning properly and report defects or tampering to a superior for further action.
11. Tests meters for accuracy.
12. Checks meter registers; changes meter registers.
13. Picks up supplies and materials; stocks truck with parts and supplies.

## Additional Job Functions

May unstop sewer lines with sewer rodding machine or high-pressure truck.

Performs landscaping and surface restoration at job site.

May operate trucks, tapping machines, TV line equipment, and other equipment in connection with above tasks.

Installs backflow prevention devices on water meters.

Assists in resolving customer complaints and with service turn on and shut offs.

Monitors the operation of and performs the necessary maintenance on motors, pumps, floats, and all related lift station equipment.

Transports, connects, and operates mobile generators during power outages.  
Routinely works overtime due to emergencies in the Utilities Department.  
Performs other tasks as assigned by the supervisor.

## Qualifications

Requires a high school diploma or GED equivalent. Possession of a valid State of Florida Class "E" driver's license. Must obtain a Class C Water Distribution Certificate issued by the Florida D.E.P. within two years. General knowledge of the tools, materials, and equipment used in the installation, replacement, maintenance, and repair of utility lines; general knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair, and replacement of utility lines and appurtenances. General knowledge of the safe use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment; ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be able to lift, carry and push articles weighing up to 50 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment used such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects, electrical hazards, confined spaces, heights, noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, sensitizers, poisons, gases, irritants, asphyxiates, moving mechanical parts, and pathogens.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye, hand, and foot coordination.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using automated office equipment; requires ambulatory coordination for field visits.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision.

**Data Analysis/Use:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Prepare and analyze written or computer data, etc.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, records, forms, etc. Requires the ability to prepare reports and other related forms using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals, multiply and divide, determine percentages and decimals, statistical analyses, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Demonstrated limited knowledge of the principles, practices, goals, machines, equipment, materials and operating and maintenance procedures for a water distribution and sewer collection system. Limited knowledge of federal, state, and local laws, ordinances, statutes, regulations, rules, policies and procedures related to public utilities operations and maintenance. Demonstrated limited skills and techniques related to the operation of an underground utilities. Demonstrated knowledge of the methods, policies, and procedures of the Underground Utilities Division as they pertain to the performance of duties of the Underground Utilities Worker Trainee. Is able to organize and present information clearly and concisely to various groups and individuals. Is able to make sound, educated, independent decisions. Is able to effectively communicate with various types of groups and individuals such as board members, department employees, co-workers, trainees, sales representatives, civic and governmental leaders, computer consultants, and the general public. Is able to use judgment and discretion in carrying out duties and responsibilities. Has the verbal ability to make effective presentations and prepare effective reports, and the mathematical ability to carry out needed calculations accurately and quickly. Has good human relations and technical skills.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all departments and divisions, co-workers, and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

**Attendance:** Attends work regularly and on time. Adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction. Conveys initiative, and enthusiasm to others. Anticipates potential problems and needs and recommends or initiates appropriate preventive or corrective action.

**Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction, direction, and feedback; strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the St. Lucie West Services District organization and personally demonstrates a cooperative and collegial attitude.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology; avoids duplication of effort. Estimates expected time and cost of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events. Is sensitive to work schedules of others.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**District Policy and Procedures:** Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice except when a policy revision is needed, in these cases the job description must go to the Board of Supervisors for approval.**