



TITLE: Underground Utilities Service Worker Trainee
JOB CODE: 1016
GRADE: 101
DEPARTMENT: Utilities
REPORTS: Underground Utilities Superintendent or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: October 21, 2008
REVISION DATE(S): June 1, 2010; July 12, 2022; January 9, 2024

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Performs intermediate semiskilled work involved in construction, reconstruction, installation, and maintenance projects, including but not limited to ditch digging, installing/repairing water services, mains and pipes, sewer piping, manhole inspection, line cleaning and backfilling. Inspects, maintains and/or repairs utility infrastructure, including, but not limited to, water meters, fire hydrants, water service lines, valves, sewer lines, and irrigation systems to ensure that all aspects of the systems are functioning properly. Work may be performed under some supervision from Underground Utilities Service Worker I or Underground Utilities Service Worker II.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Participates in the work of a crew engaged in the installation, maintenance, and repair of water and sewer lines.*
- Makes service connections, reconnection, & disconnections, repairs line leaks, installs meters, performs water pressure tests, replaces meter boxes and lids, etc.*
- Installs, repairs, and replaces large and small sewer and water lines and related facilities.*
- Reads water meters in assigned areas and provides accurate data for utility billing. Rechecks readings as directed to determine abnormal consumption patterns and notes any unusual changes or other maintenance items such as leaks, damaged meters, unusual meter readings.*



- Checks to see that meters and visible connection are correctly installed and functioning properly and report defects or tampering to a supervisor for further action.*
- Repairs and replaces fire hydrants.*
- Monitors the operation of and performs the necessary maintenance on motors, pumps, floats, and all related lift station equipment.*
- Assists in the maintenance of the reclaimed water distribution system.
- Locates lines and main service lines for contractors and other utility companies using blueprints and GIS mapping.
- Picks up supplies and materials and stocks truck with parts and supplies.
- Clears sewer lines with sewer rodding machine or high-pressure truck.
- Performs landscaping and surface restoration at job site.
- Operates trucks, tapping machines, TV line equipment, and other equipment in connection with above tasks.
- Installs backflow prevention devices on water meters.
- Responds to complaints such as, but not limited to, water leaks, pressure loss, no water, and turn on/shut off, evaluates situation, and explains findings to supervisor.
- Transports, connects, and operates mobile generators during power outages and performs basic maintenance on generators as needed.
- Routinely works overtime due to emergencies.
- Inspects vehicle and equipment for safety and reliability prior to operating.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Some knowledge of tools, materials, and equipment used in the installation, replacement, maintenance, and repair of water and sewer utility lines. Understanding of the safe use of common hand and power tools; Understanding of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Must have graduated from an accredited High School or GED equivalent.

**Certifications, Licenses, Registrations:**

- Must acquire a Water Distribution Level "III" license with the FDEP within twenty-four months.
- Must possess a valid State of Florida driver's license.

Knowledge, Skills & Abilities:

- Ability to understand and comply with oral and written instructions.
- Ability to read meters and charts accurately and ability to maintain records of operations.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to write clearly when filling out shift sheets and documenting data in logbooks.
- Ability to read and comprehend technical manuals.
- Ability to work well and communicate with other employees.
- Ability to focus on the positive in every situation.
- Ability to stay centered when challenged.
- Ability to model respect for individuals, teams, and the organization.
- Ability to establish and maintain the trust and confidence of the department and public.

PHYSICAL DEMANDS

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.

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.