



TITLE: Underground Utilities Service Worker I

JOB CODE: 1014

GRADE: 104

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

POSITION SUMMARY

Under general supervision performs skilled 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. Some supervision is exercised over Underground Utilities Service Worker Trainees.

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 and assists in scheduling 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.*
- Repairs and replaces fire hydrants.*
- Assists in the operations and maintenance of the reclaimed water distribution system.*
- Operates backhoes, front-end loaders, boom truck, forklift, skid steer and other equipment used in underground utility related work. Performs routine maintenance on equipment.*
- Picks up supplies and materials and stocks truck with parts and supplies.*



- Monitors the operation of and performs the necessary maintenance on motors, pumps, floats, and all related lift station equipment.*
- Operates computer SCADA system to control and monitor lift stations.*
- 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 and other maintenance items such as leaks, damaged meters and unusual meter readings and explains findings to supervisor.*
- Locates lines and main service lines for contractors and other utility companies using blueprints and GIS mapping.*
- 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 and inspects 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. Performs basic maintenance on Generators as needed
- Inspects vehicle and equipment for safety and reliability prior to operating.
- Visits job sites ensuring standards, rules, and regulations are met.
- Adheres to departmental and OSHA safety procedures.
- Assists in the proper training of new hires in the Underground Utilities Division and assists in developing new training programs.
- Follows guidelines established by the State of Florida and DOH.

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:

- Must have some knowledge of the principles, practices, and operations of Water Distribution Systems, Wastewater Collection Systems, and Reclaimed Pumping Systems.



- Must have some experience with 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 possess a Water Distribution Level "III" license with the FDEP
- Must be able to acquire a Wastewater Collections "C" certificate within thirty-six months.
- Must possess a valid State of Florida driver's license.

Knowledge, Skills & Abilities:

- Knowledge of standard electrical and mechanical tools and test equipment.
- Knowledge of materials used in the construction and maintenance of water distribution and/or wastewater collection systems.
- Knowledge of safe work techniques and practices used in line construction.
- Knowledge of routine distribution and collection systems maintenance practices.
- Knowledge of tools and equipment required to perform duties.
- Ability to make independent judgments and decisions.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to focus on the positive in every situation.
- Ability to model respect for individuals, teams, and the organization.
- Ability to stay centered when challenged.
- 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.