## UTILITY SERVICE WORKER 2

<table>
<thead>
<tr>
<th>Posted Date:</th>
<th>Tuesday May 08, 2018</th>
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<tbody>
<tr>
<td>Due Date:</td>
<td>Tuesday July 31, 2018 12:00 PM</td>
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### JOB DETAILS:

**Town of Longboat Key Job Posting**  
Utility Service Worker II

The Town of Longboat Key is an Equal Opportunity / Affirmative Action Employer, who provides hiring preference to eligible veterans and their family members, and has a strong drug free workplace and alcohol abuse policy.

**Position Title:** Utility Service Worker 2 or Utility Worker 3 – Depending on Experience  
**Posted:** May 8, 2018  
**Closing Date:** Until Filled  
**Salary:** $32,531.20  
**Pay Grade:** 108  
**Probation Period:** 6 Months

### FUNCTION

Under the direction of the Utilities Manager or designee, responsible for performing light and heavy manual labor associated with a wide variety of Utility and Public Works activities. The worker is responsible for the satisfactory performance of light and heavy manual laboring tasks in a wide variety of construction and maintenance work throughout utilities and other properties. Employees may be assigned to operate light and heavy public works equipment, sewer cleaning equipment, special sewer TV equipment, etc.

### ESSENTIAL FUNCTIONS

- Performs waste water maintenance operations: checks pumps in lift stations, checks electrical circuits; takes readings and clean, T.V. and maintain sanitary sewer lines and laterals.
- Changes and replaces pumps; checks new sewer hook ups.
- Performs water service maintenance duties: keeps water pressure at a required level, repairs main leaks, fire hydrant flushing, checks and maintains pump stations.
- Perform monthly water meter reads.
- Repairs and replaces water meters; takes meter re-readings, as directed; repairs water lines, fire hydrants and valves; cleans meters boxes and installs new registers.
- Performs service calls in the field on meters and equipment.
- Maintains equipment and plant facilities; assists higher classification service workers in more difficult maintenance and construction activities.
- Paperwork, record keeping and scheduling.
- Operation of trucks, equipment and hand tools involved in maintenance work. Training in operation of this equipment will be done during probation period or prior to use.
- Report to work as required by the Disaster Plan Recovery Guide and regular attendance during normal work schedule other than excused or job related absences.
- Report to work on emergency call back, when notified in accordance with departmental procedures. Any person finding themselves in jeopardy of the town’s Drug Free Workplace Policy, while on call or when called to report back to duty, shall report that condition to their immediate Supervisor (or, if unavailable, their Department Head) as soon as possible for purposes of obtaining another individual to be available for normal call in procedures for that instance. Employees are expected to perform all essential functions of their job, including on call duty. Employees who are unable to respond to call back duty may be subject to a performance review, including disciplinary action up to and including termination.
- Any other functions deemed essential by the Town and communicated to the employee by his/her supervisor or department head.
OTHER TASKS

Every incidental duty connected with this position cannot be specified in the job description and an employee, at the discretion of the Town, may be required to perform duties that are not included in this job description.

JOB PERFORMANCE KNOWLEDGE AND ABILITIES

Ability to understand and follow verbal and written instructions. Ability to operate basic office equipment. Considerable knowledge of the safe and proper use and care of manual, electrical, gas and powered tools and equipment. Considerable knowledge of utility safety rules and regulations, and of precautions to be taken to avoid accidents. Considerable knowledge of utility equipment maintenance and operations. Ability to perform skilled tasks without direct supervision. Sufficient physical strength and agility to perform heavy manual labor in all weather conditions, including but not limited to the following tasks: repetitive lifting, lifting of a minimum of 50 pounds, shoveling, raking and bending.

WORKING CONDITIONS

Work is performed both indoors and outdoors. While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity. The incumbent is regularly exposed to possible bodily injury from electrical shock; falling from exposed places; and moving mechanical parts of equipment, tools, and machinery. Emergency situations may require overtime and call back.

MINIMUM QUALIFICATIONS

PREFERRED: Two or more years experience in utility maintenance and operation.

REQUIRED: High School Diploma or GED; supplemented by one (1) year responsible experience in manual labor and utilities installations, repairs and operations; or an equivalent combination of education, training, and experience.

Valid Florida Drivers License (MVR background check).

Random drug testing applies to this position, under Florida Department of Transportation guidelines. (MVR background check).

Successful completion of an employment physical and drug screen to confirm the ability to perform the essential functions of the job (waived for promoted or transferred Town employees who have previously met this requirement); signed Acknowledgement for the attached "Drug Free Workplace Policy" must be provided prior to assuming Town duties.

Hepatitis A vaccination, or proof of same, as a precautionary measure against exposure to raw sewage and a signed Acknowledgement for the attached "Information to Employees - Hepatitis A" must be provided prior to assuming Town duties.

Hepatitis B vaccination, proof of same, or signed Acknowledgement declining the vaccination (see attached Information to Employees - Hepatitis B) must be provided prior to assuming Town duties.

The Town of Longboat Key is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Town of Longboat Key provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Town is a Drug Free Workplace, in compliance with the Drug Free Workplace Act of 1988, in § 440.102, FS and Rules 59A-24 F.A.C (Florida Administrative Code). State and federal laws and regulations may subject certain employees to additional drug testing requirements. Any employee who violates the program is subject to disciplinary action up to and including termination.

TRAINING REQUIRED CODES (equal to Job Title record)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>01</td>
<td>All</td>
</tr>
<tr>
<td>02</td>
<td>FT Full Time</td>
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<tr>
<td>14</td>
<td>Safety - Public Works Field</td>
</tr>
<tr>
<td>16</td>
<td>Safety - Exposure Control Jobs (same jobs as have Hepatitis B requirement)</td>
</tr>
<tr>
<td>17</td>
<td>Safety - Defensive Driving Jobs</td>
</tr>
<tr>
<td>21</td>
<td>Hep A Jobs</td>
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Reclassified 9/03 – change grade from 104 to 107
8/07 Content update by HR Management Partners Inc.
02/7/18 – Utility Manager updated