



# UTILITIES SERVICE TECHNICIAN

**FLSA:** Non-Exempt  
**Job Status:** Full Time  
**Department:** Utilities Department  
**Salary:** \$39,520 to \$48,797 Annually  
**Reports to:** Utilities Director

## **Summary/Objective:**

The Utilities Service Technician performs intermediate semi-skilled work in the installation, inspection, repair, and maintenance of water and sewer lines and appurtenances and/or lift station equipment. The Utilities Service Technician will also do related work as required. Work is performed under the general supervision of the Utilities Director.

## **Essential Duties and Responsibilities:**

***The following duties are normal for this position. The omission of specific statements of the 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.***

- Work as part of a team that inspects, installs, repairs and/or replaces, maintains, and constructs water and sewer lines, lift station appurtenances, and related facilities; Repair and replace fire hydrants
- Repair and replace valves; Repair manholes
- Locate and raise meters and valves; Install, replace, and remove water meters
- Televiser sewer lines and document information
- Review sewer videos for infiltration, blockages, deflections, breaks, and lateral information; Repair and maintain pumps, valves, blowers, filters, screens, emergency motors, generators, and other equipment
- Pull sewer pumps and replace seals and impellers
- Repair line leaks; install meters; replace box rim lids; remove and replace water meters
- Change meters; repair meter leaks; perform water pressure tests
- Locate lines and main service lines for contractors and other utility companies; pick up supplies and materials; stock truck with parts and supplies

## **Additional Job Functions:**

- Dislodge sewer line blockages
- Perform landscaping and surface restoration at job site
- May operate trucks, tapping machines, TV line equipment, and other equipment in connection with above tasks
- Install backflow prevention devices on water meters
- Inform residents and customers of precautionary boil water notices

- Conduct fire hydrant flushing
- Paint interior and exterior of lift stations
- Read utility plans and atlases
- Document work activities
- Read meters and gauges
- Perform confined space entry
- Perform Town-related maintenance tasks such as roadway, grounds keeping, parks, and events as needed
- Perform related tasks as required

### **Knowledge, Skills and Abilities:**

General knowledge of the tools, materials, and equipment used in the installation, replacement, maintenance, and repair of water and sewer lines; general knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair, and replacement of water and sewer lines and appurtenances; general knowledge of the repair and maintenance of mechanical, hydraulic, and electrical components of lift stations; general knowledge of the 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 follow oral and written directions; ability to perform manual and semi-skilled labor for extended periods, often under adverse conditions. Requires a demonstrated ability to effectively utilize personal computers and common office software such as Microsoft Word, Excel, and Outlook. Preference given for general working knowledge of electrical and/or mechanical equipment and machinery, and ability to troubleshoot them. Punctuality and regular attendance are essential functions of this position.

### **Education and Experience:**

- Possess a High School diploma/GED.
- Experience in maintenance, repair and/or construction of water and/or sewer lines and/or lift stations maintenance preferred.
- Preference given to individuals with electrical and/or mechanical experience

### **Certifications/Professional Licenses:**

Any educational achievement obtained during the first twelve (12) months of employment must meet the standards recognized by the FDEP for eligibility to sit for the Water Distribution Operator's examination administered by the State of Florida.

Failure to obtain the required educational qualification within the first twelve (12) months of employment will result in unsuccessfully completing the required probationary period.

### **Physical Demands:**

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Must be able to lift, carry and push articles weighing up to 50 lbs. Must be able to wear hard hat/helmet, safety glasses, goggles, safety shoes/boots, hearing protectors, welder's helmet, face shield, safety harness, safety vest, and gloves.

**Work Environment:**

***The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Exposure to extreme temperatures, animals/insects, electrical hazards, confined spaces, heights, noise, vibration, dust, vapors, fumes, mist, gases, irritants, toxic metals, poisons, moving mechanical parts, and blood borne pathogens.

**Special Requirements:**

- Must have a valid State of Florida Class "E" driver's license with no more than six (6) points in a three (3) year period.
- Must be available to work overtime and/or be on call during evenings, weekends, natural or man-made disasters, and emergencies

**The Town of Lake Clarke Shores, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Town values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses.**

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties may be required and assigned.**

**The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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**This job description has been updated and approved on September 18, 2024.**

The employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_