



## **TOWN OF SURFSIDE MAINTENANCE WORKER II**

**DEPARTMENT: WATER AND SEWER**

**NON-EXEMPT**

### **GENERAL DESCRIPTION:**

Under the supervision of the Public Works Director or designee, performs a variety of semi-skilled maintenance, repair, or construction activities of routine difficulty in the Town's water distribution, storm water conveyance system and wastewater collection system. Work is assigned verbally and in writing. Work is reviewed through observation and written reports.

### **ESSENTIAL JOB FUNCTIONS:**

1. Builds concrete forms; pours concrete; lays culvert pipe; lays block; forms slopes for culvert pipe; pours lintels for block walls; bends steel for concrete; removes and installs pipe; digs trenches for pipe.
2. Helps set up well point system; sets up and operates pumps, compressors and generators; assists in servicing pumps, motors, generators and associated utility operations equipment.
3. Builds meter boxes; installs and reads meters; installs fire hydrants; assists in water or wastewater line location; installs water service for new homes and businesses; assists in repair of water line breaks and minor leaks in meters; responds to late night/weekend calls for turn-ons or emergency repairs.
4. Operates hand and power tools; operates tappers; drives trucks, tractors and rollers; operates sewer cleaning equipment.
5. Works with the public including basic customer service functions.
6. Operates various equipment as needed.
7. Cleans storm system with confined space entry as assigned.
8. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of water and wastewater pumping or collection principles and practices of maintenance, repair, or construction of same.
- Knowledge of safety and health precautions in utility systems operations.
- Ability to work with minimal supervision
- Ability to understand and carry out oral and written instructions.
- Ability to perform strenuous work under a variety of weather conditions.
- Ability to maintain physical condition commensurate with demands of the position.

- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to read Town water, sewer and stormwater Atlas.
- Skill in the use of a variety of equipment and machines required in utility and street maintenance and repair work.
- Excellent customer service skills.
- Knowledge of basic computer operation (including IPAD).
- Knowledge of basic stormwater principles and maintenance practices.
- Ability to perform duties in confined space per OSHA standards

### **EDUCATION AND EXPERIENCE:**

High school diploma, GED, or equivalent certificate of competency; supplemented by two (2) years of experience in general construction, utilities maintenance, or related manual labor work; or an equivalent combination of training and experience. Possession of Water Distribution License, desirable.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

### **LICENSES, CERTIFICATIONS, AND REGISTRATIONS:**

Must possess a valid Florida Driver's License or may possess a Chauffeur's License depending upon the vehicle in use. Ability to obtain the Water Distribution License within 2 years of employment with the Town.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Moderate to heavy (over 15 pounds) lifting and carrying.
- Use of fingers, use of hands.
- Reaching, climbing, pulling, pushing.
- Walking, standing, kneeling, bending, crawling.
- Driving.

### **ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions including: noise, dust, chemicals, solvents, grease or oils, electrical energy, slippery surfaces and confined spaces.
- Works above and below ground level, in water.
- Heights.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: 3/18/2008; 5/5/2008; 4/10/2012; 7/8/2020; 2/9/2021, 11/29/2021

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature:  \_\_\_\_\_