

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UTILITIES PLANT TECHNICIAN I / II / III / IV

Department: Utilities
Pay Grade: 204 / 208 / 209 / 210
FLSA Status: Non-Exempt
Job Class: 7060
Risk Code: 7580

JOB SUMMARY

Responsible for performing skilled work in the installation, maintenance, and repair of pumps, motors, electrical controls, valves, blowers, lift stations, and mechanical/electrical equipment found in a water/wastewater treatment facilities and disposal systems.

ESSENTIAL JOB FUNCTIONS

- Inspects, diagnoses issues, and completes repairs on all mechanical equipment and electrical equipment normally found in water/wastewater facilities.
- Performs preventative maintenance and calibrations required by equipment manufacturers.
- Performs rehabilitative, corrective, and preventative maintenance to structures, and related equipment that has failed or to improve performance and expand the service life of the various pumps, control panels, facilities, and related equipment.
- Instructs and trains other personnel in safety and preventative and corrective maintenance.
- Works a forty (40) hour week, seven (7) day, eight (8) hour per shift with on-call shift work for emergency coverage.
- Operates two-way radio and telephone.
- Calibrates instruments as required by operating permit from FDEP and Florida Administrative Code.
- Works a rotating twenty-four (24) hour, seven (7) day on-call shift for emergency coverage.
- Welds and fabricates metal parts and structures of aluminum, stainless, and steel.
- Attends meetings and training classes to keep current on electrical code changes and advancements in the water/wastewater field.
- Establishes and maintains effective working relationships with supervisory personnel.
- May purchase parts and supplies for necessary repairs.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

- Implements the organization’s guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibility at entry level. May incur supervisory responsibilities as employee obtains higher occupation classifications.

QUALIFICATIONS

	Tech I	Tech II	Tech III	Tech IV
HS diploma /GED	Required	Required	Required	Required
Florida Driver License	Class "E"	CDL B	CDL B	CDL A
Licensing			DS level III	DS level II
JPG Completion	Within 12 months complete the Plant Tech Level I JPG's	Must have completed the Plant Tech II Level JPG's.	Must have completed the Plant Tech III Level JPG's.	Must have completed the Plant Tech IV Level JPG's.
Preferred Additional Certifications	Backflow Inspector			
	Welding Certification			
	Collections Certificate C, B, A			
	Water Distribution license level I			
Minimum Experience	N/A	2 Year	4 Years	7 Years
Pay Grade	204	208	209	210

JPG: Job Proficiency Guidelines

SCADA: Supervisory Control and Data Acquisition

L/S: Lift Station

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, percentages, area, circumference, and volume.
- Ability to read and interpret various gauges and convert readings into operational data.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form from supervisor or lead person.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of corrective, preventative, and rehabilitative maintenance on pumps, motors, lift stations, and electrical equipment.
- Knowledge regarding use of equipment, tools, and materials, problem-solving situations as they arise so employee is capable of giving instruction to others.
- Knowledge of the principles, practices, methods, tools, materials, and of the hazards and the safety requirements of the electrical and mechanical trades is required.
- Ability to perform welding repairs.
- Ability to trace electrical circuits and to work from complex diagrams and blueprints.
- Ability to apply common sense when around or while using machinery and mechanical equipment in operation and to detect visual and audible flaws and defects in operations and safety.
- Ability to understand and support department and County policy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit; will regularly be required to climb or balance; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to high precarious places, fumes or airborne particles, explosives, and vibration; will regularly be exposed to wet or humid conditions, moving mechanical parts, extreme heat, risk of electrical shock and risk of radiation; and will frequently be required to work in outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.