



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 FIELD TECHNICIAN

Department: Utilities
Pay Grade: 203 / 205 / 207 / 208 / 209
FLSA Status: Non-Exempt
Job Class: 7074
Risk Code: 7580

JOB SUMMARY

Responsible for performing skilled work in the maintenance and repair of water/wastewater treatment system equipment, machinery, distribution/collections/transmission lines, and other facilities.

ESSENTIAL JOB FUNCTIONS

- Assists in repairs of water and wastewater treatment system equipment, machinery, and transmission, distribution, and collection mains.
- Performs scheduled preventive maintenance and routine cleaning as required on fire hydrants, backflow preventers, meters, manholes, valves, water/reuse air releases, blow-offs and other related system appurtenances .
- Installs, maintains, and repairs pressurized water and wastewater mains and services as well as unpressurized wastewater collection mains and laterals (services).
- Performs automated meter reading (AMR) services for utilities billing.
- Installs repairs, replaces, and maintains water meters and meter boxes to ensure water revenues are accounted for accurately and right-of-way hazardous conditions are prevented.
- Conducts locates of water and wastewater infrastructure to protect the integrity of the system prior to excavation by contractors through Sunshine One Call system.
- Maintains records of repairs and maintenance performed through an asset management system.
- Operates a variety of equipment to include, but not be limited to the valve exercisers, vac trucks, backhoes, and excavators.
- Works a rotating twenty-four (24) hour, seven (7) day on-call shift for emergency coverage.
- 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

Field Tech	Trainee	Tech I	Tech II	Tech III	Tech IV
HS diploma /GED	Required	Required	Required	Required	Required
CDL	Not Required	Not Required	Not Required	“B” Required	“B” Required
Florida Driver License	Required	Required	Required	Required	Required
Licensing		Pass the DS 3 test within 6 months	DS level 3	DS level 2 (Obtain within 6 months)	DS level 1 (Obtain within 6 months)
JPG Requirements		Completed the Field Tech I JPG’s	Completed the Field Tech II JPG’s	Completed the Field Tech III JPG’s	Completed the Field Tech IV JPG’s
Minimum Experience	N/A	N/A	1 Year	3 Years	5 Years
Pay Grade	203	205	207	208	209

DS: DEP Distribution System Operator License

JPG: Job Proficiency Guidelines

Stipends: stipend below will be provided to technicians while they meet the conditions below.

Technicians with a Florida Class A CDL qualify for a \$25 per week stipend.

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.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 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 computers, tablets and other office equipment, e-mail, and internet usage.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption and multi-task in a fact paced environment.
- Ability to maintain composure and remain calm in stressful situations.

- Skills in organization and task prioritization.
- 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 medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 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, and vibration; will regularly be exposed to wet or humid conditions, moving mechanical parts, extreme heat, risk of electrical shock; 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.