

# 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 CONSTRUCTION TECHNICIAN

**Department:** Utilities  
**Pay Grade:** 205 / 207 / 209  
**FLSA Status:** Non-Exempt  
**Job Class:** 7059  
**Risk Code:** 7580

#### JOB SUMMARY

Responsible for performing skilled work in the installation of water and sewer improvements in accordance with the Marion County Land Development Code and all applicable Federal, State and County regulations or statutes. The incumbent class is responsible for the proper installation of water and sewer mains and appurtenances in accordance with approved design improvement plans. The incumbent class works within broad policy and organizational guidelines, independently plans and implements projects; reports progress of major activities through periodic conferences, and meetings, and reports.

#### ESSENTIAL JOB FUNCTIONS

- Hill/Top Man – Conduct spot digs on completed locates to verify accuracy prior to excavation, setup Maintenance of Traffic for work being conducted each day, gather all required materials and hand tools for the days required installation, obtain any additional items determined throughout the installation process as needed; assist the Tail Man with the installation of fittings and appurtenances, operate compaction equipment as needed, maintain all equipment and handles for cleanliness and proper fuel levels, maintain vehicle cleanliness and organization. Secure any and all areas left exposed, fill in as Tail Man as needed.
- Tail Man – Conduct all duties of the Hill/Top Man up to and including assisting the Pipe Layer with the installation of all materials (installation of piping, fittings and appurtenances, locate wire, and warning tape) including filling in as Pipe Layer as needed.
- Pipe Layer – Conduct all duties of the Hill/Top Man and Tail Man up to and including assisting the Utilities Construction Equipment Operator as needed to operate equipment, conduct spotting while excavation work it conducted to prevent damages to other

utilities, conduct installation of all materials and appurtenances, shoot grades utilizing transit equipment, fill in as the Equipment Operator as needed.

- On occasions shall conduct maintenance and/or repair work on the departments water and sewer infrastructure.
- Service meters, backflow devices, valves, piping and other associated utility appurtenances.
- Maintains operational safety by setting up work zones, occasionally responsible for performing traffic flagging duties to ensure the safety of workers, adhering to established policies and procedures.
- Operates various types of heavy, medium, and light equipment while performing maintenance and/or construction on County utility infrastructure.
- Uses various hand tools while performing maintenance and/or construction activities
- Performs routine, light maintenance to include the cleaning of various small, light, and medium equipment to ensure safe, efficient, and continuous operation.
- Assist in the operation and maintenance of wastewater pump stations and preventive maintenance programs.
- Meet the minimum annual installation requirement of ten (10) miles of pipe installation.
- 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.
- 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 level within the matrix (occupation classifications).

**QUALIFICATIONS**

<b>Construction Tech</b>	<b>Hill/Top Man</b>	<b>Tail Man</b>	<b>Pipe Layer</b>
HS diploma /GED	Required	Required	Required
CDL	Not Required	Not Required	“B” Required
Florida Driver License	Required	Required	Required
Minimum Experience	N/A	Minimum of three (3) consecutive years in the field of pipe laying or construction	Minimum of five (5) consecutive years in the field of pipe laying or construction
Pay Grade	205	207	209

**Knowledge, Skills and Abilities:**

- 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.
- Ability to meet the required minimal ten (10) miles of utilities piping per year.
- 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 very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to sit, stand, walk, climb or balance; and will frequently be required to and to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear.

**WORK ENVIRONMENT**

Work is performed primarily in various 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.

Updated: