



CITY OF
STAUGUSTINE.
 — EST. 1565 —
PERSONNEL
MANUAL

3.	Job Description
3.	Municipal Employees
3.3.44	Utility Worker

Job Position Utility Worker
 Department Utilities
 Division Transmission & Distribution

Job Description

Performs manual labor as assistant on utility crew. Work involves assisting with the construction, repairing, cleaning and maintenance portions of the City’s water, sewer or storm system and other engineered infrastructure components. Performs manual labor using assigned tools and equipment.

Work is performed under the direction of higher classification employee and reviewed by Division Supervisor while in progress and upon completion.

Job Responsibilities

Assists in installation and/or maintenance of water, storm sewer, gravity sewer and force mains, culvert pipe, end walls, fire hydrants and valves. Assists in installation and/or rehabilitation of sewer manholes and storm drains.

Trains and assists with installation and operation of line stopping equipment, wet tapping and jack and bore machinery on lines in service and under pressure.

Safely operates jackhammer, air compressor, cut off saw, compactor and pumps as required.

Loads and unloads material and equipment from trucks, trailers and backhoes.

Assists in laying pipe by placing in trench, aligning, compacting and covering.

Drives vehicle to and from job site.

Digs ditches, trenches and holes with hand tools as directed.

Assists with service line placement, large meter installation and fire hydrant repair and/or placement.

Installs wellpoints and header pipe as directed.

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Job Responsibilities (continued)

Performs simple maintenance tasks such as vehicle and equipment inspection, adding oil and other fluids, and fueling vehicles.

Cleans vehicles, equipment and work areas.

Does related work as required.

Education, Training and Experience

High School diploma is desired. Completion of 10th grade education required. Ability to understand simple oral and written instructions. Knowledge of or experience with piping systems, irrigation systems, trenching and other tasks related to the job responsibilities above is preferred.

Driver's License Requirement: Valid Florida Driver's License Classification B-N (Tank Endorsement) or temporary permit and ability to pass road test within 90 days of employment.

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.

This position is very active and requires standing, walking, bending, lifting, pulling, kneeling, and crouching for long periods of time and performs strenuous physical labor under adverse field conditions. The employee must frequently lift or move items up to 50 pounds and occasionally lift or move items up to 75 pounds. The employee uses abdominal and lower back muscles to provide support over time without fatigue. The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination. The employee must have excellent stamina. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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