

**CITY OF STUART
JOB DESCRIPTION**

Title: WATER DISTRIBUTION SYSTEM SPECIALIST

Department: Public Works Distribution & Collection Team

Job Code: 5076

Grade: I13

Exempt Status: Non-Exempt *Safety Sensitive Position*

CHARACTERISTICS OF THE CLASS

Under the general direction of the Team Leader, incumbent is responsible for the operation of equipment used in the location of the water distribution and wastewater collection systems. Duties include ensuring the safe, efficient and proper operation of machinery and equipment. Recording information obtained and maintaining current and accurate data, as required. Incumbent is also required to assist in the installation and repair of the water distribution and collection system. *This is a safety-sensitive position requiring screening for illegal substance and alcohol use.* Work is reviewed by the Team Leader through observation and verbal and/or written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Operates a wide range of equipment and tools including but not limited to locating devices, pick-up trucks, dump trucks, tractors, front-end loaders, and power and hand mechanical tools.
2. Records all field data as required in a timely manner.
3. Prepares and presents a variety of computer generated reports.
4. Responds to questions from the public; handles citizens' complaints; calls emergency personnel as needed.
5. Assists when necessary and in emergency situations in repair and replacement of water and sewer lines.
6. Develops and maintains accurate and current maintenance and service records, work completed reports and tools utilization records.

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7. Assists other personnel as required.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; supplemented by five (5) years experience in mechanical maintenance and repair of water distribution and wastewater collection systems, or any equivalent combination of training and experience.

Must possess the State of Florida Department of Professional Regulation Water Distribution Systems Technician "C" Operators License or be able to obtain such license within 6 months of employment.

Must possess a valid Florida CDL Class "B" driver license.

B. Knowledge, Abilities, and Skills:

Advanced working knowledge of water distribution and wastewater collection methods and procedures, equipment and materials used in water distribution and wastewater collection systems.

Knowledge of the occupational hazards and the safety precautions associated with water distribution and wastewater collection systems.

Advanced computer skills for reporting documents and preparing reports.

Ability to maintain records and prepare clear and concise reports.

Ability to communicate effectively, orally and in writing.

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Ability to establish effective working relationships dealing with employees, superiors and the general public demonstrating a courteous and concise manner.

C. Physical Requirements:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, kneeling, stooping, working in confined spaces, stretching, reaching and lifting or carrying moderately heavy (25-50 pound) items and occasionally very heavy (100 pounds or over) items; Tasks involve the frequent use of eye hand coordination and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment; or the skilled and complex operation of heavy equipment calling for adherence to exacting standards of depth, grade, dimensions, and contours.

D. Environmental Requirements:

Task requires that work be performed in adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires odor perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.
Task requires depth perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee