



Utilities Maintenance Specialist 4

Category: Classified
Pay Grade: C22
Job Code: 17172

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.

JOB SUMMARY

Performs advanced administrative, technical, and supervisory work supporting a network of utilities system lines, pumping stations, metering facilities, and automated controls; plans, supervises, and provides technical assistance to operations and maintenance personnel; gives direction to subordinates diagnosing and planning repair and installation work; participates in reviews of new or modified operations and exercise independent judgment within established technical standards.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assigns and directs pumping station work regarding maintenance of lift stations, meters, and automatic controls;
- Supervises emergency, standby power generation equipment use, diagnoses equipment problems, recommends corrective measures, and tests accuracy of manufacturer specifications;
- Ensures adequate inventory of critical compressors, valves, and pumps for effective implementation of temporary bypasses, during overhaul or repair operations;
- Monitors outside contractor work performed at utility plants and lift stations and inspects work sites to confirm that preventive maintenance and safety programs are being followed;
- Selects and trains new personnel, prepares work schedules, conducts performance evaluations, coordinates overtime, and maintains employee time records;
- Completes work related reports and/or maintains operation and maintenance logs;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of skilled utilities field or bench work experience that includes two (2) years of supervisory experience or crew leadership in a skilled utilities discipline; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of a valid Level 3 Water Distribution System Operator License obtained in accordance with Florida Administrative Code, Chapter 62-602, Drinking Water and Domestic Wastewater Treatment Plant Operators.
- Candidate may be required to perform manual labor for extended periods occasionally in adverse weather conditions.

- Appointing Authority may also require incumbent to obtain and retain other job-related credentials or certifications.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of standard practices, methods, materials, tools, equipment, and codes and regulations pertaining to mechanical, electrical, and related trades work;
- Knowledge of the operation and maintenance of utility line and sewage pumping systems, and the idiosyncrasies of the current electric machinery and controls;
- Knowledge of occupational hazards and ability to recognize and implement appropriate safety precautions;
- Ability to accurately diagnose complex electrical, mechanical, hydraulic, and pneumatic equipment problems, develop a plan, and affect corrective solutions;
- Ability to extract required information from plans, blueprints, and schematics;
- Ability to schedule, assign, supervise, and evaluate the work of subordinates and establish and maintain effective working relationships with subordinates, supervisors, and others;
- Ability to use small office equipment, computers, and highly technical computer applications;
- Ability to use or repair small, medium, and heavy equipment and machinery.

PHYSICAL/MENTAL 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. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.

- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.