

**MAJOR FUNCTION**

This is responsible technical work checking water leaks and determining the severity of the leaks, flushing stands, managing water taps, and ordering parts and supplies. Work is complex and varied and requires the selection and application of technical and detailed guidelines. The incumbent is expected to exercise independent judgment and initiative in the performance of work tasks. The work is performed under the general supervision of a Utility Construction Chief following the established policies and procedures.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Uses special electronic location and leak detection equipment to locate and mark water mains and services. Drives vehicle(s) that are essential to the performance of the duties of this position. Inspects sites of each water leak call. Determines the class of the leak, hazards involved, personnel and equipment necessary to complete the project. Determines if other utilities, i.e., gas, telephone, electric, sewer, TV cable, must be called before crews can begin work. Maintain cost estimates and operational readiness by managing water taps and flushing stands. Reviews and initiates purchase orders to ascertain that parts, materials and supplies are properly received, delivered, and receipted. Inspects parts received as to quality and quantity in compliance with established standards. Orders and/or issues a great variety of parts materials and or supplies. Places orders for parts with approved vendors. Removes parts, materials and supplies used from inventory record, as applicable. May supervise crews and equipment used in the absence of the Utility Construction Chief. Regular contact within the department, with outside agencies and the general public, and periodic contacts with other departments, supplying or seeking information on specialized matters. May assist in conducting performance evaluations. Assists in recommending the hiring, transfer, lay-off, recall promotion, or discipline of employees. Follows up on work site complaints. Inform the citizens if there is going to be a water outage and the approximate length of time of the outage. Performs related work as required.

**Other Important Duties**

Checks crews for proper use of safety equipment during water leak repairs. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the City's water system regarding the sizes of pipes used in all areas of the City. Considerable knowledge of the different kinds of equipment used to repair water leaks. Considerable knowledge of engineering drawings. Considerable knowledge of the electronic equipment used to locate and detect water leaks. Knowledge of materials and techniques on various types of repairs on fire hydrants, water transmission and distribution lines, valves, and service lines. Knowledge of inventory control methods and procedures used in receipts, storage, handling, and control of parts. Knowledge of business math and computer and electronic data processing application and operation. Ability to read and interpret as-builts. Ability to judge the severity of the situation at the water leak site. Ability to communicate effectively orally and in writing. Ability to resolve customer complaints fairly and equitably. Ability to prepare and maintain a variety of reports and records. Ability to establish and maintain effective working relationships as necessitated by the work.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes the construction and or maintenance of water mains, taps, meters, or valves.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment and obtain a Commercial Learner's permit (CLP) within three (3) months from the date of appointment, as a condition of employment.

Obtain a Class "A" State Commercial Driver's License (CDL) with required endorsement(s) within nine (9) months from the date of appointment, as a condition of continued employment.

It is a requirement the employee register with the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse.

Must possess at the time of application and maintain a valid Water Distribution System Operator Level III license in accordance with the Florida Department of Environmental Protection regulations, as a condition of continued employment.

Established: 01-10-95  
Revised: 04-21-04\*  
01-07-11  
05-01-11  
01-24-24