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# VACANCY ANNOUNCEMENT

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The following position is available with the City of Atlantic Beach.  
Applications must be received or postmarked not later than 03/06/19.

19-33

POSITION: Utility Collection/Distribution Operator  
Starting Pay: \$15.99/hr; \$33,259/yr + benefits



DEPARTMENT: Public Utilities

OPENING DATE: 02/20/19 CLOSING DATE: 03/06/19

## QUALIFICATIONS:

Must be a non-user of tobacco or tobacco products for at least one year immediately preceding application and abstain from the use of tobacco or tobacco products during employment with the City.

**Licenses: Must have State of Florida Level 3 DEP Distribution Operators License**

**Education & Experience: Minimum of one (1) year of experience: or an equivalent combination of education, training and experience, and meet eligibility requirements for State of Florida Distribution license which includes a High School Diploma or GED**

## DUTIES AND RESPONSIBILITIES:

Perform skilled utility work such as constructing, installing, and maintaining various types of water distribution mains, connectors, meters, meter boxes, meter repair equipment, backflow preventers and services, fire hydrants, as well as wastewater collection system gravity and force mains, services, lift stations, pumps and valves, and other associated fixture; utilize various tools and equipment. Inspect parts, equipment, and machinery for malfunctions, maintenance needs, and breakage; detect potential problems and cause of equipment and instrument failure. Perform preventative maintenance and repairs as scheduled on all water distribution or wastewater collection systems. Perform installation, construction, maintenance, and repair of various parts, equipment and machinery involved in the water distribution and wastewater collection systems. Assist with construction and maintenance of utility lines and facilities. Repair motors, pumps, power tools, and plant equipment. Replace pipes and valves as needed. Install and replace backflow preventers. Install water or wastewater services, meters, or mains. Repair water breaks or leaks. Test, repair or replace water meters. Repair sewer or force main breaks. Install and replace castings, manholes, house services, sod, and backfill. Assist in smoke testing of sewer system, cleaning, televising, or other preventative maintenance measures. Operate, repair or replace fire hydrants and valves. Perform cement finish work around manholes, meter boxes, or other distribution/collection facilities. Coordinate with contractors for point repairs, sewer jetting or televising, and system improvements. Read blueprints and utility maps. Locate and mark utilities in the field for contractors. Respond to complaints and inquiries from the public regarding water and sewer system issues as assigned; investigate customer complaints of low water pressure, high monthly billing, water quality, etc. Respond to emergency calls as assigned, on a 24-hour basis. Inventory and inspect materials, tools, and equipment for proper use and care; maintain tools and equipment in proper working order; perform normal maintenance, cleaning, and servicing on tools and equipment; clean work area.

Maintain maintenance and repair records; complete daily vehicle checklists, service orders, written reports, and other paperwork related to the task. Operate a variety of light and heavy equipment. Operate City vehicles to transport tools and materials to and from job sites; load and unload materials equipment. Maintain effective working relationships with Plant staff, supervisors, other department employees, and others regarding water treatment and wastewater issues. May assist in the training of new employees regarding department procedures, safety practices, equipment operations and troubleshooting. May assist with other tasks or support other departments. Perform all other tasks as required.

## KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to operate equipment and perform utility work duties as listed under Duties and Responsibilities including heavy equipment, power tools and pumps. Knowledge of safe and correct use of tools, materials, and procedures to include safety rules and regulations, including first aid, confined space, trenching, and shoring, safe utility work practices and traffic safety.

Ability to read, comprehend, and follow basic instructions and apply various types of oral or written information including instruction, procedure and operational manuals, construction drawings, GIS maps, street guides, maps, etc. Ability to perform arithmetical calculations involving addition, subtraction, multiplication and division of whole numbers, fractions, decimals (including linear, square and cubic measurements). Ability to perform manual dexterity with sufficient strength and endurance to perform various tasks requiring the ability to bend, stoop, climb, lift, and carry heavy items. Ability to work in confined spaces and under adverse conditions. Ability to exercise good judgment in making decisions regarding equipment, tools, materials, and methods to be utilized in a given work situation.

Submit application to:

City of Atlantic Beach, Human Resources  
800 Seminole Road, Atlantic Beach, FL 32233  
Phone (904) 247-5820 / Web: <http://www.coab.us>  
No smokers/tobacco users. Drug testing conducted. EOE