



IN HOUSE
RECRUITMENT BULLETIN
May 13, 2019

**FULL TIME
UTILITIES CREWMAN
Utilities Department**

GENERAL DESCRIPTION: Performs skilled and semi-skilled, manual labor in connection with the maintenance of water delivery system and waste water collection system. Must be flexible on schedule. On a rotating basis, all department employees will be required to be on-call.

ESSENTIAL JOB FUNCTIONS:

- Performs tasks under the direct supervision of the Utilities Forman and the Utilities/Public Works Manager.
- Install meters, and RPZ's, read meters, perform work as required to repair and maintain water/sewer mains, obtain lift-station reads, work on storm drain installs, be on-call for utility department call out service problems.
- May require work on computer for utility billing, work orders and training.
- **Special Requirement** – This position is considered to be an “essential personnel” and is required to report to duty for emergency situations such as floods, hurricanes tornadoes, sinkholes, water/sewer breaks and other crises to provide for public safety.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to comprehend and follow instructions. Performs related work and special projects as requested. Skilled in the use of hand tools and light duty equipment. Perform manual labor duties outdoors and occasionally in adverse conditions. Knowledge of methods and tools used to effectively perform job duties. Ability to read and comprehend manuals, reports and memorandums required in the performance of duties. Operate light duty equipment as necessary to perform various tasks. Ability to convey basic information written and orally. Basic computer skills required.

PHYSICAL SKILLS: Able to lift up to 50 lbs. unassisted. Ability to climb, bend, stoop, squat and walk for long periods of time. Ability to read and convey basic information written and orally.

EDUCATION, TRAINING AND EXPERIENCE: Must possess a high school diploma or acceptable equivalency. Must have a minimum of three years utility/water/sewer experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Must possess a valid Florida Driver's License with clean driving record acceptable by most automobile insurance companies. Must obtain RPZ certification within one (1) year.

JOB LOCATION:

Utility Department, 6333 Ridge Road

HIRING RATE:

Depends on Qualifications and Experience