

# VACANCY ANNOUNCEMENT

## TOWN OF LADY LAKE, FLORIDA

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### **JOB TITLE**

Utilities Distribution and Collection Technician I

### **JOB DESCRIPTION**

Semi-skilled manual work in the performance of laboring tasks and supplying the public with a service in water and wastewater. Employees in the Utility Department have to be semi-skilled in water and wastewater operations and customer service.

### **SALARY**

This position pays a salary of \$24,086.40 annually. It is a non- exempt position.

### **BENEFITS**

The Town provides 100% paid employee health insurance, dental insurance, long-term disability, life and accidental death insurance. The Town also provides 50% paid dependent health insurance, a 401a retirement plan that is fully vested after three years, paid time off, and paid holidays. Employees have the option of purchasing additional life insurance, short-term disability insurance, accident insurance, critical illness insurance, and vision insurance at reduced rates.

### **CLOSING DATE**

This position will remain open until filled.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Operates light to heavy equipment to include tractor mower, front-end loader/backhoe, dump truck, weed-eater, power jack and cut-off saw, as needed.
2. Read, and assist in repairing, replacing, cleaning and testing water meters and water meter boxes.
3. Turn on meters and perform disconnects.
4. Locate water leaks for customers and utility department.
5. Assist in repair of electrical systems, sewer man-holes and large meter installations.

6. Flush fire hydrants, and clean sewer lines for customers and utility department.
7. Assists in maintaining lift stations.
8. General grounds maintenance of utilities properties may include mowing, weed eating, and other housekeeping duties.
9. Assist in tapping, upgrading, repair and service of water and sewer lines, inspecting their new construction, and in correcting sewer backups.
10. Accomplish assigned daily work orders.
11. Perform minor repairs, maintenance and service of equipment.
12. Maintains log of daily operations activities.
13. Requires shift work, holiday work, weekend work, and on-call duties when needed.
14. Basic computer skills in word processing, spreadsheets, and email correspondence.

#### **MINIMUM QUALIFICATIONS**

1. Ability to: operate light equipment; to learn and understand all phases of field service; to assist in all phases of utilities water and sewer; to work well with others; to communicate well with office staff and customers
2. Some knowledge of water line repairs, customer service and equipment maintenance.
3. General computer operating skills such as typing correspondence, email, and memorandums.
4. Experience using hand tools and some record keeping.
5. Understanding of methods of water distribution or wastewater collection.
6. Understanding environmental safety as it pertains to community health and well being.
7. Ability to inspect machinery and other mechanical equipment in operation and to detect flows and defects in operation.
8. Ability to read meters and charts accurately and to maintain records.

#### **EDUCATION AND EXPERIENCE**

1. High School Diploma or General Education Degree (GED) equivalency.
2. At least, one year or more experience in manual labor, including operation of small equipment and some maintenance.

## **CERTIFICATIONS**

1. Possession of a valid Florida Driver's License.
2. Prefer Class "C" distribution/collection Certificate

## **ESSENTIAL PHYSICAL SKILLS**

1. Ability to operate construction equipment.
2. Ability to move (45 pounds or over).
3. Ability to pull, push, walk, stand, kneel, bend, balance, and stoop.
4. Ability to climb a step ladder.
5. Ability to use respiratory and other personal protection equipment.

## **NOTES**

All positions are regular full time unless stated otherwise. Employment applications for vacant positions may be submitted at Town Hall or by [email](#). Each application must include the position title, and each position requires a separate application.

All submitted materials are subject to public disclosure by the Florida Public Records Act. The Town is an equal opportunity employer and a drug-free workplace.