

NEW POSITION REQUESTS

PUBLIC SERVICES

1. UTILITIES OPERATIONS SPECIALIST: Utilities Division. Wage Grade 15 – Proposed FY 23 Salary Range \$43,842 - \$70,631.

New Position with new job description resulting in one additional staff member.

2. WATER SERVICE WORKER: Wage Grade 10 – Proposed FY 23 Salary Range \$34,352 - \$55,342.

Existing approved job description resulting in one additional staff member.

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: UTILITIES OPERATIONS SPECIALIST
DEPARTMENT: PUBLIC SERVICES
REPORTS TO: WATER CONVEYANCE SUPERVISOR
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
WAGE GRADE: 15
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: AUGUST 2022

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized, complex, and administrative work to support the daily operations of the City's potable water distribution, reclaimed water, and wastewater collection systems. This position is responsible for the day-to-day management of the water and wastewater utility locate program, Utility Availability Statement program, and supports the Water Conveyance Supervisor in coordinating daily tasks and scheduling for the Water Distribution and Wastewater Collection staff. This is a technical and administrative support role that includes a mix of administrative and field activities, and also provides customer service to City utility customers. Assists in other functions as assigned.

ESSENTIAL FUNCTIONS

1. WATER CONVEYANCE ADMINISTRATION

- 1.1. Responsible for the day-to-day management of the water, sewer, and reclaimed utility locate program. Tracks and coordinates the completion of all water, sewer, and reclaimed water utility locates in accordance with applicable State of Florida utility locate requirements.
- 1.2. Maintains a current program and system for reliably locating utilities in a timely and efficient manner. Ensures that staff are utilizing the best information and current equipment and technology to map and locate utilities in the field, under the guidance of the Water Conveyance Supervisor.
- 1.3. Reviews and completes all Utility Availability Statement (UAS) requests using GIS and/or by completing a field visit with appropriate staff.
- 1.4. Coordinates updates to City water and wastewater utility maps in the City's Geographical Information System (GIS) with GIS staff.
- 1.5. Participate as a member of the City's Technical Review Committee (TRC) and attends the required meetings. Reviews plans for new construction and development for conformance with City utility standards and provides input on newly proposed projects with regard to water and wastewater utilities.
- 1.6. Assists Water Conveyance Supervisor and lead technicians in tracking, scheduling, and completing water, sewer, and reclaimed water Work Orders. Utilizes the City work order (WO) system to capture upcoming work, past work completed, and the cost associated with each repair.
- 1.7. Assists Water Conveyance Supervisor through developing emergency response planning and assists other division operations as assigned.
- 1.8. Assists Water Conveyance Supervisor in developing policies, programs and procedures related to water conveyance for review and approval by the Utilities Superintendent.

- 1.9. Assists Water Conveyance Supervisor in overseeing supply inventory and purchases needed tools and equipment per established procedures.
 - 1.10. Assists Water Conveyance Supervisor and lead technicians in ensuring all work is in compliance with applicable policies, procedures, laws, codes, safety and health regulations.
 - 1.11. Assists Water Conveyance Supervisor in maintaining staff development certification, training, and licensure programs.
 - 1.12. Reviews, maintains and submits required records and reports.
 - 1.13. Oversees the completion, submittal and maintaining of required records and reports in coordination with the Environmental Compliance Officer.
 - 1.14. Receives, tracks and responds to resident/public/staff inquiries, concerns and complaints regarding division activities and services.
 - 1.15. Performs routine office work as required, including but not limited to attending meetings, answering the telephone, copying and filing documents, reports, etc.
2. WATER CONVEYANCE OPERATIONS
- 2.1. Performs all work in compliance with applicable policies, procedures, laws, codes, safety and health regulations.
 - 2.2. Regularly evaluates water loss and water quality within the water distribution system and recommends and implements actions to address areas of need.
 - 2.3. Develops SOPs for and tracks utility uses of non-revenue water including water quality flushing in coordination with utility and other department staff.
 - 2.4. Assists Water Conveyance Supervisor and Water Quality Specialists in enforcing and tracking the cross-connection control program as assigned.
 - 2.5. Leads or assists with various notification requirements related to the water system or wastewater system, including determining affected areas, preparing PBWN (Precautionary Boil Water Notice) notices, posting of door hangers and knocking on resident's doors, possibly at irregular hours due to emergency. Complete state required reporting as needed. This includes after normal business hour responses in the event of an emergency water service interruption.
 - 2.6. Oversees special assignments, emergencies or projects.
 - 2.7. Responds to utility emergencies as required on an emergency basis, 24 hours per day. Subject to call-back at irregular hours. Required to report for Emergency Operations duty as assigned.
3. SUPERVISORY (FOR ASSIGNED STAFF OR SITUATIONS):
- 3.1. Coordinates staff activities, scheduling, reviewing and planning work of others in coordination with the Water Conveyance Supervisor.
 - 3.2. Maintains standards, oversees troubleshooting and maintenance procedures.
 - 3.3. Ensures proper safety practices and precautions, allocates personnel.
 - 3.4. Assists Water Conveyance Supervisor and Lead Technicians with employee problems, selecting new employees and recommending transfers, promotions, disciplinary actions, discharges and salary increases on an as-needed basis.
 - 3.5. May serve in a supervisory capacity as assigned on a short term or project basis.

- 3.6. Works for growth and advancement within the profession through active participation in professional associations and training/licensing programs. Encourages staff development through participation these programs.
- 3.7. Required to emulate a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

4. TECHNICAL TRAINING

- 4.1. As assigned, attends meetings, seminars, courses, workshops, and training to enhance job knowledge, licensing, and skills.
- 4.2. With direction from supervisor, studies technical materials in preparing for licensing and for increased job knowledge.

5. PERFORMS ALL OTHER DUTIES AS REQUIRED.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

Vocational/specialized training or experience in the area of water distribution and wastewater utility operations preferred.

Prior Wastewater or Water operations experience or coursework preferred.

EXPERIENCE

At least two (2) years of experience in public water and wastewater systems operation, maintenance, construction, and repair or related field preferred.

A combination of training and experience may be substituted at the City's discretion for required education and/or experience.

Prior experience with GIS (Geographic Information System) preferred.

LICENSURE/CERTIFICATION

Valid Florida Drivers' License required.

Florida DEP Level 3, Water Distribution Operator's License required to be obtained within one year of employment. Ability to obtain Florida DEP Level 2 and Level 1 Water Distribution Operator's Licenses may be required within a reasonable timeframe identified by the City subsequent to starting the position. Position may be eligible for future increases in compensation for increases in licensure in accordance with City policy.

FW&PCOA Level "C", Wastewater Collections Certification required to be obtained within two years of employment. Ability to obtain FW&PCOA Level "B" and "A" Wastewater Collection Certification may be required within a reasonable timeframe identified by the City subsequent to starting the position. Position may be eligible for future increases in compensation for increases in licensure in accordance with City policy.

PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hard hat, face protection. Any additional required safety equipment will be provided.

EQUIPMENT, MACHINES & TOOLS USED

Tools/Machines: hand and power tools, light/heavy equipment operations, basic machinery operations, inspection equipment, and motor vehicle operations.

ADMINISTRATIVE SKILLS

General Office Skills

Maintains extensive documentation and records
Research information
Maintain filing system
Data entry
Provide customer service support
schedules
Computers and handheld devices

Communication Skills

Provide public with information
Schedule appointments
Make and maintain facility contacts
Coordinates with employees/depts.
Prepares plans, reports, and

WORKING CONDITIONS

Subject to hazards of flammable, explosive gases.
Subject to burns and cuts.
Subject to injury from moving parts of equipment.
Occasionally subjected to irregular hours.
Subject to working in confined spaces.
Subject to hazards of high voltage equipment.
Subject to working below ground in excavations and pits.
Contact with persons under a wide variety of circumstances.
Subject to varying and unpredictable situations.
Occasional pressure due to multiple calls and inquires.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical/power equipment.
Exposed to hot or noisy equipment.
Exposed to hot and humid work environment.
Exposed to heat, wetness and odors.
Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.
May be exposed to extremes of heat and cold in all weather conditions.
May be exposed to the risk of blood borne diseases.
May be exposed to toxic chemicals.
Exposed to housekeeping/cleaning agents/chemicals.
May be exposed to infection from disease-bearing specimens.
May be exposed to infections and contagious diseases.
Subject to electrical and radiant energy hazards.
Occupational exposure to unpleasant elements (accidents, injuries and illness).
Exposed to hazards of steam and heat.
Variations in temperature from hot to cold.
Frequent contact with water or other liquids.
Humid conditions: high moisture content to cause bodily reactions.
Hazards: conditions where there is danger to life, body and/or health.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat			✓	
Crawl		✓		
Climb height 50 ft..		✓		
Reach above shoulder level			✓	
Crouch			✓	
Balance			✓	
Kneel			✓	
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Clear vision in differentiating colors (i.e. wires, etc.)			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 50 lbs.		✓		

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position maintains certain requirements, including licenses/certifications to be obtained within specific identified timelines. Failure to achieve and maintain such requirements within the prescribed time period(s) subjects the employee to demotion or termination of employment at the discretion of the City.

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: WATER SERVICE WORKER
DEPARTMENT: PUBLIC SERVICES
REPORTS TO: WATER CONVEYANCE SUPERVISOR OR DESIGNEE
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: OCTOBER 2018

GENERAL STATEMENT OF JOB

This is a Water Distribution Technician apprenticeship position to provide an opportunity for trainees to gain on-the-job experience and knowledge for successfully achieving licensing/certification in the assigned area of operations. Under general operator supervision, performs skilled and semi-skilled work in the installation, maintenance, and repair of water and reclaimed water pipes, valves, meters, fire hydrants, and other water system components in the field or at the treatment facility. Works productively with staff for efficient and compliant operations. Assists in other functions as assigned.

ESSENTIAL FUNCTIONS (Under Operator Supervision)

1. WATER DISTRIBUTION OPERATIONS

- 1.1. Performs skilled and semi-skilled work in the installation, maintenance, and repair of water and reclaimed water pipes, valves, meters, fire hydrants, and other water system components.
- 1.2. Performs all work in compliance with applicable policies, procedures, laws, codes, safety and health regulations.
- 1.3. Exercises, maintains, repairs, and installs valves and other distribution system components.
- 1.4. Completes restoration of construction and repair areas, to include installing sod and patching asphalt and concrete as assigned.
- 1.5. Installs, test, and repairs and maintains backflow devices and fire hydrants as assigned.
- 1.6. Reads, installs/replaces, tests, maintains, and repairs water meters as assigned.
- 1.7. Assists in locating utilities as assigned.
- 1.8. Participates in Water Distribution programs and other assigned programs.
- 1.9. Loads and unloads trucks and maintains stock for daily supplies and materials.
- 1.10. Operates heavy equipment and specialized equipment as required in the performance of daily tasks; equipment includes a backhoe, bobcat, fork lift, ditch witch, trencher, compactor, air compressor, bullet machine, tapping machine, welding tools, mechanic's tools, cutting torch, and various other hand and power tools.
- 1.11. Maintains assigned equipment, tools, and vehicles.
- 1.12. Performs work related to special assignments, emergencies, or projects, including but not limited to collecting water samples for analysis, performing plant operator duties as required, etc.
- 1.13. Assists in various notification requirements related to the water or reclaimed water system, including determining affected areas, preparing notices, posting

of door hangers and knocking on resident's doors, possibly at irregular hours due to emergency.

- 1.14. Responds to utility emergencies as required on an emergency basis, 24-hours per day. Subject to call-back at irregular hours. Required to report for Emergency Operations duty as assigned.
 - 1.15. Maintains and submits required records and reports
 - 1.16. Receives and responds to customer/public inquiries, concerns, and complaints regarding division activities and services.
 - 1.17. Performs routine office work as required, including but not limited to attending meetings, answering the telephone, copying and filing documents, reports, etc.
 - 1.18. Duties may include operational assistance within various utility components.
2. TECHNICAL TRAINING
- 2.1. As assigned, attends meetings, seminars, courses, workshops, and training to enhance job knowledge, licensing, and skills.
 - 2.2. With direction from supervisor, studies technical materials in preparing for licensing and for increased job knowledge.
 - 2.3. Completes required milestones and other requirements with expected level of performance and within established timelines per applicable apprentice/ trainee position policies and requirements.
3. PERFORMS ALL OTHER DUTIES AS REQUIRED.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

An Associate's or higher degree in chemistry, biology or related field preferred.

Vocational/specialized training in the area of water utility operations preferred.

Prior Wastewater or Water operations experience or coursework preferred.

LICENSURE/CERTIFICATION

Valid Florida Drivers' License required.

Successful completion of testing for Florida DEP Level III Water Distribution Operator's License preferred.

Successful completion of testing for Florida DEP Level III Water Distribution Operator's License required within 1 year of employment.

Florida DEP Level III Water Distribution Operator's License required within 2 years of employment.

Depending on area of assignment, a Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement is required within 180 days of employment.

PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hard hat, face protection. Any additional required safety equipment will be provided.

EQUIPMENT, MACHINES & TOOLS USED

Tools/Machines: hand and power tools, light/heavy equipment operations, basic machinery operations and motor vehicle operations.

ADMINISTRATIVE SKILLS

General Office Skills

Maintains extensive documentation and records.
Research information
Maintain filing system
Data entry
Prepares/modifies drawings
Prepares plans, reports, and schedules
Utilizes computers and handheld devices

Communication Skills

Provide public with information
Schedule appointments
Make and maintain facility contacts

WORKING CONDITIONS

Subject to hazards of flammable, explosive gases.
Subject to burns and cuts.
Subject to injury from moving parts of equipment.
Occasionally subjected to irregular hours.
Subject to working in confined spaces.
Subject to hazards of high voltage equipment.
Subject to working below ground in excavations and pits.
Contact with persons under a wide variety of circumstances.
Subject to varying and unpredictable situations.
Occasional pressure due to multiple calls and inquires.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical/power equipment.
Exposed to hot or noisy equipment.
Exposed to hot and humid work environment.
Exposed to heat, wetness and odors.
Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.
May be exposed to extremes of heat and cold in all weather conditions.
May be exposed to the risk of blood borne diseases.
May be exposed to toxic chemicals.
Exposed to housekeeping/cleaning agents/chemicals.
May be exposed to infection from disease-bearing specimens.
May be exposed to infections and contagious diseases.
Subject to electrical and radiant energy hazards.
Occupational exposure to unpleasant elements (accidents, injuries and illness).
Exposed to hazards of steam and heat.
Variations in temperature from hot to cold.
Frequent contact with water or other liquids.
Humid conditions: high moisture content to cause bodily reactions.
Hazards: conditions where there is danger to life, body and/or health.

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Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat			✓	
Crawl			✓	
Climb height 50 ft..		✓		
Reach above shoulder level			✓	
Crouch			✓	
Balance			✓	
Kneel			✓	
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Clear vision in differentiating colors (i.e. wires, etc.)			✓	
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 100 lbs.		✓		

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position maintains certain requirements, including licenses/certifications to be obtained within specific identified timelines. Failure to achieve and maintain such requirements within the prescribed time period(s) subjects the employee to demotion or termination of employment at the discretion of the City.

Employee's Signature

Date

Print Name