

SENIOR PUBLIC SERVICES TECHNICIAN

General Statement of Duties

Performs difficult semi-skilled skilled work in the installation, replacement, repair and preventive maintenance of water and sewer pumping stations, lines, and appurtenances and general public works.

Distinguishing Features of the Class

An employee in this class performs a variety of semi-skilled and skilled work as a member of a crew engaged in the construction, installation and repair of large sewer lift stations, residential sewer pumps, water and sewer lines and appurtenances, streets, storm drainage systems, public grounds and facilities. Work may also entail skilled construction equipment work requiring care around overhead lines, parked cars, trees and underground utilities. Work involves setting sewer pits, reading and monitoring lift stations, repairing sewer valves and vacuum pumps, making taps to water and sewer mains, installing hydrants, meters, and valves, making repairs to the water and sewer system, custodial cleaning of public restrooms, street and grounds maintenance, and street sign fabrication and installation. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

Inspects and records run time on sewer lift stations; performs installation of residential sewer pumps; installs vacuum pits and makes connection to main lines; performs trouble-shooting, maintenance, repair and replacement to residential sewer pumping stations and sewer lift stations; cleans and repairs pumps and motors; repairs sewer valves, vacuum pumps, replaces gaskets and hoses; changes and cleans filters; changes oil, re-packs pumps; replaces floats; replaces control; diagnoses and makes repairs.

Participates with the crew in the reading, installation and repair of water meters; replaces electronic meter registers; repairs water and sewer lines and installs water and sewer taps; flushes fire hydrants.

Locates and marks water and sewer lines for other contractors and utilities.

Operates heavy construction equipment in areas requiring care around parked cars, overhanging tree limbs, overhead and underground utility lines and cables.

Operates vacuum truck to unstop sewer lines.

Participates in the maintenance and repair of streets and sidewalks; patches asphalt; performs construction and maintenance of storm water collection systems; hauls concrete and debris to landfill.

Mows and trims street right of way, parks, public grounds and beach accesses; fabricates, installs and repairs street signs; removes storm debris.

Performs minor carpentry, plumbing, and mechanical work for various facilities maintenance and repair.

Cleans public restrooms; cleans EOC building; empties beach and park trash cans.

Participates in various event preparations and clean up, decorating, equipment servicing and related tasks.

Participates in hydrant and valve exercising and maintenance programs.
Completes work order forms and makes records of work activities.

Additional Job Duties

Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.

Considerable knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.

Knowledge of the use of common hand and power tools.

Considerable knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.

Considerable knowledge of the hazard of the work and necessary safety precautions.

Knowledge of the application of information technology to the work.

Knowledge of the municipal water and sewer service policies and procedures.

Skill in customer service excellence and team work.

Ability to perform unskilled tasks independently without close supervision.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.

Ability to operate medium sized construction equipment.

Ability to complete simple reports.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as loaders and dump trucks in a safe manner to fit pipes and other parts, read gauges, and make written records.

Desirable Education and Experience

Graduation from high school and experience in construction-related utility work; or an equivalent combination of education and experience.

Special Requirements

Possession of valid commercial driver's license.

Ability to obtain grade C water distribution and/or grade I wastewater collection certification within 12 months of hiring.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual positions assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.