

May 12, 2017



**City of Venice, Florida  
Job Announcement No. 1787**

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**Classification Title:** Field Operations Technician

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**Departments:** Utilities

**Grade:** (AFSCME) 121

**FLSA Status:** Non-Exempt

**Department:** Utilities

**General Statement of Job**

Performs semi-skilled manual labor and skilled tasks in the installation, maintenance, repair and replacement of all wastewater collection, potable water distribution, raw water transmission system, and reclaimed water distribution systems and their related components throughout the City.

**City Expectations:**

All City of Venice employees are expected to demonstrate **PRIDE** in their jobs by being **Productive, Responsible, Innovative, Dedicated and Ethical.**

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

**Specific Duties and Responsibilities**

**Essential Functions:**

1. Installs, maintains, repairs, and replaces all components of the City's utility systems.
2. Inspects, repairs, and flow-tests fire hydrants.
3. Operates specialized city utility systems equipment including by-pass pumps, generators, compressors, TV truck, Sewer/Vac, etc.
4. Performs manual labor required for site and equipment preparation and site restoration in connection with assigned projects, which can include sweeping, digging, trenching, removing debris, opening manholes, loading and unloading equipment (tools, hoses,

etc.), pipe installation and repair.

5. Assists with locating existing utility system components.
6. Cleans and maintains fleet vehicles and equipment.
7. Accurately and legibly completes and maintains work orders, records (including testing and inspection), reports, forms, and other required documentation.
8. Exercises due care and diligence to protect the health, safety and welfare of the citizens.

**Responsibilities:**

Responsible for the timely and accurate completion of work assignments following established safety practices. Responsible for the appropriate use and care of city-issued personal protective equipment. Responsible in work to the Field Operations Supervisor.

**Minimum Education and Training**

**Level I (Grade 121)**

High School graduate or equivalent. Experience in manual work, preferably in the utilities field. Possess confined space certificate or be able to obtain certification within one year of date of hire.

**Advancement to Level II (Grade 123)**

1. Minimum of one (1) year utility experience.
2. Obtain State Distribution Operator License, Level III.
3. Maintain a Class B CDL free of any serious violations.
4. Maintain confined space certificate.
5. Maintain fully satisfactory performance appraisals.

**Advancement to Level III (Grade 125)**

1. Minimum of three (3) years utility experience.
2. Obtain State Distribution Operator License, Level II.
3. Maintain a Class B CDL free of any serious violations.
4. Maintain confined space certificate.
5. Maintain fully satisfactory performance appraisals.
6. Possess either a First Aid or CPR certification.

## **Minimum Qualifications and Standards Required**

### **Skill Requirements:**

Ability to safely operate specialized vehicles and emergency pumping equipment used in the repair and maintenance of the city's utility systems. Ability to understand/follow instructions and capable of sustaining regular and predictable attendance. Ability to perform both skilled and manual labor tasks in the installation, maintenance, and repair of water, sewer and reclaimed water mains, fire hydrants, valves and related systems or elements. Awareness of occupational hazards and safety precautions. Capable of making minor repairs to vehicles or equipment. Ability to communicate effectively orally, in writing, and via two-way radio. Ability to establish and maintain effective working relationships with supervisors, fellow employees and the general public. Must possess, or ability to obtain within 6 months, a valid Florida class "B" Commercial Driver's License (CDL) with the appropriate endorsements and free of any serious violations.

### **Physical Requirements:**

Ability to sit, stand, walk, climb, bend, stoop, reach, dig and lift up to 40 pounds. Physical exertion large part of job. Ability to work outside in all kinds of weather and for prolonged periods of time. Must have good eyesight and hearing with or without aides. Must possess excellent hand and eye coordination. Reasonable accommodation will be considered for individuals with physical disabilities.

### **Working Conditions:**

#### **Level I (Grade 121)**

Work is performed indoors and outdoors in all kinds of weather in locations that may be unsanitary and potentially hazardous; including manholes, confined spaces and wastewater systems. Must be available for emergencies, which can extend the normal work period if required. May be provided a city issued cellular phone for emergency response for Wastewater Collections.

#### **Level II / Level III (Grade 123 / 125)**

In addition, Field Operations Technician Levels II and III are required to participate in the on call rotation and may be provided a city issued cellular phone for emergency response.

### **Other:**

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

**SALARY RANGE: \$14.8220/HOUR (\$30,829/ANNUAL) - \$21.6398/HOUR (\$45,010/ANNUAL) - (AFSCME Grade 121)**

(Except as may be provided in Article 9 of the AFSCME Agreement for promotion, transfers, demotions, etc.)

**PLEASE NOTE:** Any interested applicant must make written application (online at [www.venicegov.com](http://www.venicegov.com) or on paper) to the Administrative Department before 4:00 pm on the closing date, which is Monday, May 29, 2017.

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

*The City of Venice is an Equal Opportunity Employer*