

**DUNES COMMUNITY DEVELOPMENT DISTRICT  
DUNES UTILITY DIVISION  
JOB DESCRIPTION**

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**Job Title:** Utility Technician  
**Reports to:** Supervisor Field Operations  
**Date:** May 13, 2021  
**FLSA Classification:** Non-Exempt

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#### JOB SUMMARY

Perform skilled installation, testing, maintenance, monitoring, and repairs on piping and equipment in the District's treatment plants, water distribution, wastewater collection, reclaimed distribution, and stormwater collection and treatment systems.

#### ESSENTIAL JOB FUNCTIONS

- Installation, testing and repairs of water meters.
- Installation and repair of backflow prevention devices.
- Fire hydrant maintenance and repair.
- Distribution valve maintenance and repair.
- Perform repairs on the water, wastewater, reclaimed water, and stormwater systems.
- Assist with repairs to wastewater lift stations and treatment facilities.
- Perform tool, equipment, and machinery maintenance.
- Locate distribution and collection systems facilities and piping as required.
- Responsible for knowing and following District policies and procedures, including safety guidelines.
- Perform other duties as requested by the Supervisor Field Operations or the District Manager.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Technical:

- Detailed knowledge of utility distribution and collection systems as well as the maintenance and repair of their component parts.
- Ability to read engineering drawings.
- Ability to work independently.
- Prepare accurate and complete reports.
- Familiarity with Regulatory Agency rules and standards.

### Physical:

- Ability to work outside for prolonged periods throughout the year.
- Ability to stand and walk as needed throughout the day.
- Ability to lift moderate to heavy weights (up to 75 pounds), bend, stoop and reach throughout the day.
- Close concentration, visual attention and need for manual dexterity.
- Non-sensitivity to dust, pollen, and other environmental conditions in the utility district.

### Other Capabilities:

- Possess tact, firmness, patience, reliability, neat appearance, keenness of observation, willingness and ability to accept responsibility.
- Ability to use basic hand and power tools required for utility system maintenance.

### CONDITIONS OF EMPLOYMENT

- Hold valid Florida driver's license. Commercial Driver's License (CDL) preferred, capability to obtain CDL within one (1) year.
- Capability to pass a background check and drug test.
- Ability to maintain a positive and effective work environment for staff and vendors.
- Willingness to report for duty or work additional hours whenever emergencies arise.
- Employees are required to work in a drug-free and smoke-free workplace.

### QUALIFICATIONS

- High school diploma.
- Hold a valid Florida Class 3 Water Distribution Operator License and/or Class C Wastewater Collection Certification, or capability to obtain within two (2) years.
- Hold a valid Florida Backflow Device Tester Certification, or capability to obtain within one (1) year.

### NOTE

The statements contained in this job description reflect general duties as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences. Please be aware that this job description is subject to change at any time due to the changes in technology or departmental procedures. This position requires a candidate who is flexible and open to change.

### ACKNOWLEDGEMENT

I acknowledge that I have received the Utility Technician Job Description. I have read and understand the job's objectives; essential and other functions, minimum requirements, performance standards and working conditions outlined in the Job Description and agree to conform to them.

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Employee's Signature

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Supervisor's Signature

Date: