



City of Neptune Beach Job Description

Job Title:	Utility Laborer II	
Reports to (Title):	D & C Supervisor	FLSA: Non-Exempt
Department/Division:	D & C Division	Salary Range: \$24,078.60- \$46,351.31

GENERAL SUMMARY:

Performs advanced manual, semi-skilled, and skilled work, including the operation and maintenance of trucks, tools, and heavy construction equipment, supervision of small work crews, and semi-independent planning and implementation of daily work tasks. Under the supervision of the Supervisor of the D&C Division's Crew Chief and Supervisor. Utilities are operational 7 days a week, 365 days per year, requiring weekend, nighttime, and call-out work.

DUTIES AND RESPONSIBILITIES *:

- Performs manual labor, plumbing work, pipe fitting, concrete work, digging, landscaping, carpentry, mechanical, operates and maintains power tools, hand tools, shovels, saws, etc.
- Operates and maintains trucks and a variety of light and heavy construction equipment (e.g., backhoes, excavators, Vacon, Harbin, compactors, etc.)
- Performs maintenance and repairs to water and sewer utilities.
- Performs routine utility maintenance, repairs, and installation, including, but not limited to, calling in locates, demolition, excavations, street repairs, landscaping repairs, sidewalk repairs, irrigation systems, water mains, sewer mains, water services, sewer services, utility locating, meters, point repairs, installing new mains, clearing clogs, pumps replacement and repairs, lift stations maintenance, etc.
- Documents and reports work performed.
- Direct, schedule, and assist subordinates engaged in the general repair and maintenance of the distribution and collection system.
- Review work performed by staff and contracted services to ensure a proper level of services is performed.
- Respond to citizen complaints and concerns.
- Read water meters and accurately records data.
- Make recommendations for equipment and supply needs.
- On-call responsibilities on a rotating basis and responding to emergency call-outs.
- Acts as a crew chief when necessary.
- Does other semi-skilled work as required.
- Performs other duties as required.

Knowledge, Skills, and Abilities:

Knowledge of underground water and sewer utilities, plumbing, pipe fitting, repairs, and installation.

Knowledge of safe operation equipment such as a shovel, axe, weed eater, hoe, rake, pressure hose, pick-axe, lawn mower, tractor, backhoe, compactor, excavator, Vacon, Harbin, and other equipment related to manual work in a D&C Division. Knowledge of commonly accepted occupational safety procedures.

Ability to work within the bounds of established guidelines and regulations.

Ability to safely operate motor vehicles and light and heavy construction equipment. Ability to establish and maintain effective working relationships with co-workers and supervisors. Ability to effectively supervise a work crew as conditions require. Ability to effectively supervise a work crew as conditions require.

Education and Experience:

Must possess a high school diploma or equivalent.

*(*These duties and responsibilities are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required)*

Licenses and/or Certificates:

Must possess and maintain a valid Florida Commercial Driver's license Class B.
Must possess a Distribution License Class "C" from the State of Florida.

WORKING CONDITIONS:

The physical conditions that apply to the Worker in this job are described as follows:

- ☐ None: The worker is **not substantially exposed to adverse environmental conditions**: the job likely consists of typical office work or administrative work.
- ☐ The worker is subject to **inside environmental conditions**: protection from weather conditions but not necessarily from temperamental changes (i.e., warehouses, covered loading docks, garages, etc).
- ☒ The worker is subject to **outside environmental conditions**: no effective protection from the weather.
- ☒ The worker is subject to **extreme cold**: temperatures below 32 degrees for periods of more than one hour.
- ☒ The worker is subject to **extreme heat**: temperatures above 100 degrees for periods of more than one hour.
- ☒ The worker is subject to **noise**: there is sufficient noise to cause the workers to shout in order to be heard above the surrounding noise level.
- ☒ The worker is subject to **vibration**: exposure to oscillating movements of the extremities or whole body.
- ☒ The worker is subject to **hazards**: including a variety of physical conditions, such as proximity to moving vehicles on roadways, mechanical parts, electrical current, working on scaffolding and high places, or chemicals.
- ☒ The worker is subject to **atmospheric conditions**: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- ☒ The worker is subject to **oils**: there is air and/or skin exposure to oils and other cutting fluids.
- ☒ The worker is required to wear a **respirator**.

PHYSICAL ACTIVITIES:

Essential physical activities:

<input checked="" type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	Balancing	<input checked="" type="checkbox"/>	Stooping	<input checked="" type="checkbox"/>	Kneeling	<input checked="" type="checkbox"/>	Crouching	<input checked="" type="checkbox"/>	Crawling
<input checked="" type="checkbox"/>	Reaching	<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Walking	<input checked="" type="checkbox"/>	Pushing	<input checked="" type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Lifting
<input checked="" type="checkbox"/>	Fingering	<input checked="" type="checkbox"/>	Grasping	<input checked="" type="checkbox"/>	Feeling	<input checked="" type="checkbox"/>	Talking	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Driving
<input checked="" type="checkbox"/>	Repetitive Motion										
<input type="checkbox"/>	Other (list):										

MATERIALS AND EQUIPMENT:

Machines, tools, equipment, electronic devices, software, etc. used by position:

- ☒ Camera/photographic equipment
- ☐ Cleaning supplies (for firearms)
- ☒ Commercial vehicle
- ☒ Data processing equipment
- ☒ Handcart
- ☒ Hand tools

- ☒ Headset
- ☒ Office equipment (desk, chair, phone, etc.)
- ☒ Office machines (copier, facsimile, calculator, cash register, etc.)
- ☒ Office supplies (pens, staplers, pencils, etc.)
- ☒ Packaging materials (boxes, shrink wrap, etc.)
- ☒ PC equipment (monitor, keyboard, printer, etc.)
- ☒ PC software
- ☐ Public safety equipment (firearms, radar, radio, mobile video systems, etc.)
- ☐ Other (list): OC spray, handcuffs, baton, gas mask

DISCLAIMER: The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

For Office Use Only

Revision Date: 08/18/2022
Previous Revision Date: 06/20/2005
Previous Title: N/A