



City of Neptune Beach Job Description

Job Title:	Utility Laborer 1	
Reports to (Title):	Distribution and Collection Division Chief	
Department/Division:	Distribution and Collections	
		FLSA: Non-Exempt

GENERAL SUMMARY:

Under the supervision of Water/Wastewater Crew Chief, performs manual, semi-skilled, and skilled work in the installation, maintenance, and repair of the underground water and wastewater systems. Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES

Assists in the installation of water meter and service lines.
 Assists in the repair and upkeep of mains in the water and sewer distribution system.
 Assists in the maintenance of sewer lift stations.
 Reads water meters and records data.

EDUCATION AND EXPERIENCE:

Must possess a high school diploma or equivalent. Must possess and maintain a home telephone for “call -out” or other contact if necessary. Knowledge of safe operation of such equipment as shovel, wrench, backhoe, weed eater, sling blade, hoe, rake, pressure hose, pickax, lawn mower, tractor, and other equipment related to manual work in a water or wastewater environment or department. Knowledge of commonly accepted occupational safety procedures. Ability to safely operate motor vehicles. Ability to establish and maintain effective working relationships with co-workers and supervisors. Ability to work within the bounds of established guidelines and regulations.

LICENSES AND/OR CERTIFICATES:

Must possess and maintain a valid Florida driver’s license.

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 environment conditions**: job likely consists of 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.



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- 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**: includes 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 on 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



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a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

For Office Use Only

Revision Date: 03/23/2023

Previous Revision Date:06/20/2005

Previous Title: