

## CITY OF OCOEE Classification Description

---

**CLASSIFICATION TITLE:** Utility Service Worker  
**DEPARTMENT:** Utilities Department

**FLSA Status:** N  
**Union Status:** DNA

---

### WORK OBJECTIVE

This is a coordinator of field work assisting in the reading of water meters. An employee in this class is responsible for coordinating the activities of meter readers to assure the prompt and accurate reading of water meters. This position requires monitoring, reviewing, and verifying that work performed is in accordance with specific work instructions. This is also skilled work performing a variety of maintenance, repair, or location tasks in a utility function. Work is performed in accordance with established policies and procedures and decisions are made within the scope of specific assignments. Assignments are received in oral and written form. Work is performed under general supervision and is reviewed through reports, observations, and by results obtained.

### ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Trains Utility Service Worker I in meter reading and general utilities maintenance and repair.
- Locates, reads, and records readings from meters; checks readings against normal consumption with special attention to high/low averages for general accuracy.
- Completes field service orders as assigned.
- Assists in many of the phases of Utilities Department installation, maintenance and repair activities.
- Locates water lines/sewer lines; locates shut-off valves; repairs leaks; and replaces gate valves.
- Install, test, and repair water meters and related equipment.
- Identifies existing or potential facilities or equipment failure, and reports problem to supervisor.
- Performs routine repairs and replacement projects to wastewater treatment, collection, and reuse facilities and equipment, e.g., repairs and replaces utility meters and piping; clears line blockages, repairs water leaks and solders broken pipes; excavates broken sewer lines.
- Installs and repairs backflow prevention systems and equipment.
- Removes dirt, concrete, blacktop, and other materials.
- Digs ditches for laying pipe by use of a trenching machine, backhoe, or manually.
- May assist in shop or yard area by cleaning, painting, and performing routine maintenance work.
- Loads and carries pipe.
- Operates flatbed dump trucks, air hammer, chop saw, chain saw, weed eater, concrete mixer and other equipment.
- Makes taps for new water mains and extensions.
- Installs and/or replaces fittings and performs minor repair work on damaged pipe.
- Cleans, paints, and maintains wells, reservoirs, catch basins, and surrounding areas.
- Performs various records maintenance tasks; reads and updates records and files.
- Performs related duties as directed when such duties are logical/appropriate assignment to position.

### MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years experience in the utilities maintenance and installation; or an equivalent combination of education, training, and experience. Possession of a valid Florida driver's license.

# UTILITY SERVICE WORKER

## Knowledge, Skills, & Abilities –

Knowledge of City streets and service areas.

Ability to understand and operate electronic devices used to record meter readings and other information concerning the condition of meters in service at specific addresses.

Ability to establish and maintain effective working relationships as necessitated by the work.

Ability to walk long distances daily.

Knowledge of the methods, tools, equipment, and materials used in the location and raising of manholes, or the maintenance and repair of water meters, and water and sewer lines.

Ability to work during adverse weather conditions.

Ability to read field notes and maps.

## PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (100+ pounds).

## ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in an outdoor environment with potential for exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Tasks include working around moving parts, equipment, carts, and materials handling where physical risks are predictable/controllable by observance of standard safety precautions.

The City of Ocoee is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Ocoee provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date