**TOWN OF DUNDEE**DEPARTMENT OF HUMAN RESOURCES

Position Description

**POSITION TITLE: Lift Station Technician**

**DEPARTMENT: Public Works**

**SALARY RANGE: $16.00 - $18.00/Per Hour**

**HOURS PER WEEK: Full Time/40 Hours**

**BENEFIT ELIGIBLITY: Full Benefits**

**JOB SUMMARY**

Under the direction of the Director, performs duties necessary to support the Utilities Division in inspecting, installing, maintaining, repairing and/or modifying water and wastewater facilities and/or systems to include, but not limited to, pumps, motors, engines, hydraulics, electrical equipment, meters, compressors, valves, controllers, conveyor systems, feed systems, and other items related to wastewater lift stations, drainage stations and/or water pump or transfer stations.

**ESSENTIAL DUTIES**

1. Performs duties necessary to support the Maintenance Division in inspecting, installing, maintaining, repairing and/or modifying water and wastewater facilities and/or systems to include, but not limited to, pumps, motors, engines, hydraulics, electrical equipment, meters, compressors, valves, controllers, conveyor systems, feed systems, and other items related to wastewater lift stations, drainage stations and/or water pump or transfer stations.
2. Performs duties to plan and implement preventative and routine maintenance schedules. Duties may include the fabrication and/or modification of parts and assemblies, electrical work, and digging or excavating work sites. Responsible for maintaining maintenance and inventory records, and inventory control.
3. Performs facility and grounds maintenance duties. Duties include, but are not limited to, painting, mowing, weed eating, trimming trees, landscaping, edging, and building maintenance and set-up.
4. Performs additional duties as assigned.

**MINIMUM QUALIFICATIONS**

* High School Diploma or GED
* Water Distribution License Preferred
* Water Collections License
  + Must obtain Water Collections License with 12-months of employment with the Town of Dundee.
* One (1) to three (3) years’ work-related experience as a Mechanic, Pump and Motor Mechanic or related field is required.
* Must exhibit attention to detail, accuracy, and safety.
* Must be able to communicate and present oneself in a professional manner.
* Must be able to understand and comprehend technical instructions and manuals.
* Ability to read, interpret and understand schematics, blueprints and mechanical drawings/renderings.
* Ability to understand and follow written or verbal instructions and/or directions.
* Ability to read, write and keep logbooks, inventory records, logbooks, purchase orders and work requests.
* Ability to establish and maintain effective working and professional relationships with Town employees and officials, and the general public.
* Ability to work under high demands, short time constraints, and pressure of a fast-paced work environment.
* Ability to be on-call and call-out.
* Thorough knowledge of electrical safety and workplace safety practices and procedures, to include but not limited to, lockout/tagout.
* Thorough knowledge of mechanics.
* Thorough knowledge of gas and diesel engines, transmissions, hydraulics, pumps, valves, generators, welding and other related areas of knowledge.

**KNOWLEDGE, SKILLS & ABILITIES**

* The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates, and customers with respect.
* Build professional relationships with internal staff and customers.
* Offer flexibility and adaptability, especially during times of change.
* Communicate effectively both orally and in writing.
* Meet the Town's driving standards.
* Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures, and standards.
* Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials. Requires the ability to perform coordinated movements involving placing and turning motions, such as operating a tractor, dump truck, welding equipment, chain saw, edger, weed eater, and mower.
* Requires the ability to utilize a wide variety of reference data and information, such as equipment manuals and Town policy manuals.
* Requires the ability to perform addition, subtraction, multiplication, and division.
* Requires ability to carry out instructions furnished in written, oral, or diagrammatic form.
* Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.
* Valid Florida Class B Commercial driver's license preferred
* Must pass applicable pre-employment testing and background and credit checks.

***This position may be required to report for work when a declaration of emergency has been declared in Polk County.***

**OTHER REQUIREMENTS**

**Working Conditions and Physical Abilities**

Some work is performed indoors with prolonged sitting and fine manipulation skills required for computer use.

Inspections are performed outdoors and require combinations of standing and walking, with occasional lifting of 10-20 lbs. The environment is sometimes stressful in trying to meet customer needs and/or issuing correction and stop-work notices for non-compliance.

There is some exposure to sun, noise, fumes, odors, and dust as well as to poor ventilation, slippery work surfaces and the hazards related to water and electricity during inspections.

Use of protective clothing such as hardhat, steel-toed boots, and safety best and rain gear may be required at times.

Hand-eye coordination and fine manipulation skills are necessary to operate computers and office machinery.

Must have an ability to hear and speak clearly both in person and on the telephone.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

***I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.***

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**Signature Date**

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**Print Name**