

TOWN OF DUNDEE
DEPARTMENT OF HUMAN RESOURCES
Position Identification Card

POSITION TITLE:	UTILITY TECHNICIAN TRAINEE
DEPARTMENT:	Public Services- Administration
SALARY RANGE:	\$17
HOURS PER WEEK:	Regular, Fulltime

JOB SUMMARY

The Utility Technician Trainee position assists in the operation, maintenance, and repair of water and wastewater utility systems. This entry-level role is designed to provide hands-on training in the water and wastewater sectors, offering an opportunity for the candidate to gain practical knowledge while working under the supervision of experienced utility staff. The ideal candidate will have a willingness to learn, a strong work ethic, and a dedication to maintaining public safety and service reliability.

ESSENTIAL DUTIES

- Assist in the operation and maintenance of water treatment systems, pumps, motors, valves, and associated equipment.
- Learn and perform basic system checks, including monitoring and recording water quality parameters, and system flow rates.
- Perform routine inspections and maintenance tasks on equipment and facilities, ensuring that they are in good working condition and in compliance with safety and regulatory standards.
- Assist in the collection of water and wastewater samples for laboratory analysis, following proper procedures to ensure accurate results.
- Learn to troubleshoot and assist with repairs on utility infrastructure, including water distribution and wastewater collection systems.
- Assist in responding to emergency calls, including routine and non-routine repairs in both water and wastewater systems.
- Operate utility vehicles and light trailers to transport tools, equipment, and personnel to job sites as needed.
- Follow established procedures for recording and reporting maintenance activities and assist in preparing routine maintenance logs and reports.
- Learn and follow all safety guidelines and protocols, including confined space entry, lockout/tagout procedures, and personal protective equipment (PPE) usage.
- Assists in budget preparation process. Manage and follow through with approved budget and approved budget projects.
- Participate in ongoing training sessions, including on-the-job training and formal classes to gain certification and licensure as required.
- Assist senior utility staff with various special projects as needed.

EDUCATION

- High school diploma or equivalent required.
- Completion of coursework or a technical program related to water/wastewater systems is a plus but not required.

EXPERIENCE

- No prior experience in water/wastewater operations required. However, some experience in general labor, construction, or maintenance is preferred.
- Ability to quickly learn and apply new skills in a practical environment.
- Willingness to work outdoors in varying weather conditions and in confined spaces.

KNOWLEDGE, SKILLS & ABILITIES

- Basic understanding of water and wastewater systems is a plus but not required.
- Ability to follow detailed instructions and perform tasks with accuracy.
- Strong communication skills, both verbal and written.
- Willingness to take direction and receive constructive feedback.
- Ability to work effectively as part of a team.
- Ability to maintain a positive, professional attitude while working in challenging or emergency situations.
- Basic math skills and ability to learn to calculate dosages and perform simple data entry tasks.
- Ability to use and maintain basic tools and equipment.
- Ability to work in a fast-paced, physically demanding environment.
- Strong focus on safety, reliability, and public service.
- Ability to work flexible hours, including potential weekend or evening shifts, and respond to emergency callouts.

LICENSES AND CERTIFICATIONS

- Possession or ability to obtain a valid Florida driver's license within 30 days of employment.
- Completion of the Florida Department of Environmental Protection (FDEP) certification program for utility operations is encouraged as part of career advancement.

SAFETY EQUIPMENT USED

Safety vest, safety glasses, hard-hat, safety shoes.

WORKING CONDITIONS AND PHYSICAL ABILITIES

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

Work is performed primarily outdoors in all kinds of weather exposing the employee to inclement weather and hazards related to working with and around a variety of equipment, working in confined spaces, bending, twisting, kneeling, crawling, lifting of heavy objects, exercising physical exertion in performing heavy manual labor, and dangers related to the digging up and repairing water and sewer lines. Use of both hands and fingers, good hand/eye coordination, near/far vision, and hearing. Frequent work outside during evaluation and repair of water and wastewater pipes. Must answer emergency call out during odd hours of the day or evening and work under adverse weather conditions of cold, heat, humidity, and rain.

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.

Upon accepting an offer letter- please sign agreeing to the following:

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

Signature

Date

Print Name