



INTERNAL JOB ANNOUNCEMENT CURRENT CITY OF HAINES CITY EMPLOYEES ONLY

Department: Public Works – Water Utility
Position: Program Technician
Pay Grade: 15
Pay Range: \$29,572.59 - \$44,359.41
Effective Date: Open Until Filled

All interested employees may submit a ***City of Haines City Internal Application*** to the Human Resources Department for consideration. Applications should be filled out in its entirety.

ESSENTIAL FUNCTIONS:

- Perform Sanitary Survey's, notifications, tracking and reporting of yearly backflow certifications.
- Administer hydrant maintenance program, including flow testing, repair, painting, grounds and general maintenance.
- Document valve exercising program.
- Administer the CMOM including mapping and television of gravity sewer lines. This position requires the employee to be on-call after hours for emergencies.
- Performs other assigned duties as required.

MINIMUM QUALIFICATIONS:

High school graduate (or GED) and supplemented by three (3) years experience in the construction of underground utilities, including testing and clearance requirements; or an equivalent combination of education, training, experience.

SPECIAL REQUIREMENTS:

- Possession of a valid Florida CDL – Class B
- Possession of a Backflow Assembly Tester Certification
- Possession of a Backflow Assembly Repair Certification
- Ability to obtain Certification C license for water after one (1) year of employment. Must have computer skills with word processing and spreadsheets.

The City of Haines City is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, age, disability or any other protected class. The City encourages all persons to apply for positions within our City.