

**CITY OF HAINES CITY  
JOB DESCRIPTION**

**DEPARTMENT: PUBLIC WORKS – WATER UTILITIES**  
**REPORTS TO: WATER UTILITY FOREMAN**

**UTILITY SERVICE WORKER I**

**GENERAL DESCRIPTION:**

This is an entry level unskilled manual labor position and may require skills which can be readily learned on the job. An employee in this class is responsible for the satisfactory performance of manual laboring tasks in a wide variety of construction and maintenance projects throughout streets, grounds, and other properties. Some assignments may include elementary or occasional equipment operation, and may require skills which can be readily learned on the job. Instructions are received orally and in writing. Work is performed under the immediate supervision of a higher level service worker, Utility Foreman or Division Superintendent, and is reviewed through continuous observation while in progress, and upon completion. This position requires the employee to be on-call for after hour emergencies.

**ESSENTIAL FUNCTIONS:**

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Repairs water lines, cleans sewer lines, video inspection of sewer lines, installation of meters, install sewer clean outs and install service for sewer. Performs routine maintenance on equipment. Loads and unloads heavy material from trucks and vans; moves or aids in moving equipment and large bulky objects. Performs other assigned duties as required.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Working knowledge of the hazards involved, and of the applicable safety precautions. Some knowledge of simple tools used in maintenance and construction work. Ability to understand and follow simple oral instructions, perform tasks requiring physical strength and endurance; establish and maintain working relationship with other employees and the public. Ability to perform assigned duties out of doors in a variety of weather conditions.

**TRAINING AND EXPERIENCE:**

High school graduate (or GED) and must be physically able to perform heavy manual labor. Some experience in the operation and maintenance of lawn equipment, and general knowledge of construction procedures.

**SPECIAL REQUIREMENTS:**

Valid Florida Driver's License with the ability to obtain a valid Florida CDL – Class B