

## **JOB NOTICE**

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

### **Utility Service Worker I – Public Works Department**

Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, POB 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website [www.cityofportstjoe.com](http://www.cityofportstjoe.com). If you have any questions, please contact Charlotte Pierce at (850) 229-8261. The position will remain open until filled. The entry level salary for Service Worker will be \$15.40 per hr., or based on qualifications, plus benefits. The City of Port St. Joe is an Equal Opportunity Employer, Affirmative Action Employer, and a Drug Free Workplace.

# CITY OF PORT ST JOE

## *JOB DESCRIPTION*

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### **UTILITY SERVICE WORKER I**

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**DEPARTMENT:** PUBLIC WORKS - UTILITIES

**GENERAL DESCRIPTION:**

Semi-skilled work assisting in the basic cleaning, maintenance and installation of sewer and water lines, and force mains. Work is performed under the general supervision of the Utility Department Supervisor.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists in routine maintenance on water distribution and waste water collection systems.
2. Helps install and repair sanitary sewer lines, water lines, mains, laterals, pumps, manholes, and all related facilities.
3. Digs and refills ditches, loads dirt and construction materials.
4. Performs light electrical work.
5. May operate backhoe, tamper, power tools, jack hammer, tapping equipment, saws, etc.
6. Reads meters.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the basic materials, methods, practices and equipment used in manual labor. Ability to communicate verbally using the English language. Ability to operate small equipment.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Class E Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

Heavy (45 pounds and over) lifting and carrying.  
Acceptable eyesight (with or without correction).  
Acceptable hearing (with or without hearing aid).  
Ability to communicate orally.  
Climbing.  
Walking and standing.  
Kneeling.  
Bending.  
Smelling.  
Stooping.  
Driving.  
Operates equipment.

**ENVIRONMENTAL CONDITIONS:**

Works outside in various weather conditions.  
Confined spaces.  
Chemicals.  
Electricity.  
Around light power equipment.  
Slippery surfaces.  
Below ground level.  
Odor.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)