



## *JOB DESCRIPTION* *D&C MECHANIC*

*Conservation  
Commitment  
Community*

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<b>DEPARTMENT:</b>	<b>D&amp;C</b>	<b>JOB TITLE:</b>	<b>D&amp;C Mechanic</b>
<b>REPORTING TO:</b>	<b>New Installations Foreman/Repairs Foreman</b>	<b>GRADE:</b>	<b>5</b>
<b>DATE PREPARED</b>	<b>August 2020</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

### **Job Summary:**

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The D&C Mechanic is responsible for the installation, maintenance and repair of water, sewer, and reclaimed water distribution systems including repairing distribution and collection lines, force mains, water services, sewer taps, manholes, fire hydrants, valves and other equipment related to the CCUA Distribution & Collection System.

### **Essential Duties and Responsibilities:**

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- Perform the installation, maintenance and repair of new utility waterlines, distribution & collection lines, force mains, water services, sewer taps, manholes, lift stations, fire hydrants, valves, and other equipment.
- Respond to customer inquiries and reports of problems in the field; report findings to supervisor.
- Perform regular water hydrant fire flow inspections to identify any potential preventative, maintenance or repair needs. Maintain the water hydrant appearance and surrounding area.
- Respond to after-hours calls, as needed.
- Maintain assigned vehicle, tools and equipment.
- Complete required documentation and maintain records of repairs, maintenance and inspections.
- Maintain assigned vehicle, tools and equipment.
- Assist all departments with special projects or excessive workloads, when needed.
- Perform other duties as assigned.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

### **Education and Experience Requirements:**

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- High School Diploma or equivalent
- Valid Class "A" Commercial Florida Driver's License with airbrake endorsement (#5 restriction acceptable) and satisfactory driver's record based on the criteria listed in the Clay County Utility Authority handbook.
- Minimum of 1 year or 2080 hours of experience with water distribution and wastewater collection system operations.
- Level 3 Water Distribution System Operator License

### **Knowledge/Skills/Abilities:**

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- Job Specific KSA's – Knowledge of local area; knowledge of pipefitting and fire hydrants; able to operate heavy equipment and pull trailers; mechanical aptitude; able to read maps and blueprints.
- Customer Service – Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests for information.

## Job Description – D&C Mechanic

- Team Orientation and Interpersonal – Develop and maintain collaborative relationships with all levels of the organization; collaborate and work with individuals containing a variety of knowledge levels and expertise. Work productively on a team and independently.
- Communication – Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner. Public speaking and presentation skills.
- Organization and Time Management – Able to work independently minimal supervision; plan, prioritize, and organize work, meetings, and projects in order to meet deadlines.
- Analytical Problem-Solving and Decision Making – Critical thinking and problem-solving abilities. Research, analyze, identify viable options, draw sound conclusions, and make thoughtful recommendations.
- Systems & Software – Proficient use of Outlook. Knowledge of GIS, and Cartegraph preferred.

<b>Skill Requirements: (X = Required for job)</b>			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified in this description)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze, and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
X	Operate heavy equipment (e.g. bobcats, backhoes, dump trucks)	X	Operate motor vehicle
<b>safeguard</b>			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds (various items)
X	Standing for extended periods	X	Lifting/carrying between 20 – 49 pounds (various items)
X	Viewing computer screen for extended periods	X	Lifting/carrying over 50 pounds (various items)
X	Walking	X	Repetitive Motions
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Crawling/Crouching
X	Writing	X	Climbing
X	Seeing 1-5 feet	X	Physical endurance under variable weather conditions
X	Seeing 5+ feet		Other (list):
	Other (list):		Other (list):
<b>Hazards: (X = Required for job)</b>			
X	Standard office environment	X	Electrical current
X	Toxic or caustic chemicals	X	Housekeeping and/or cleaning agents
X	Outdoor weather conditions and outdoor terrain, wetlands, and/or dense vegetation	X	Proximity and use of hand-held powered equipment and/or moving mechanical parts
X	Other (list): Confined spaces, heights, trenches		Other (list):