

**CITY OF HOLLY HILL  
JOB DESCRIPTION**

**JOB TITLE:** Field Service Worker

**DEPARTMENT:** City Clerk

**GENERAL DESCRIPTION:**

Performs routine work to accurately read and record water consumption of utility customers. Make necessary repairs to utility service.

**ESSENTIAL JOB FUNCTIONS:**

- Reads water meter on assigned routed and records readings via radio device.
- Turns water service on and off at individuals meter's.
- Checks for unauthorized usage and illegal hook-ups.
- Make repairs, replaces ¾", 1", 1.5", 2", 3" meters and other general maintenance work.
- Reports faulty meters and inspects visible plumbing for water leakage.
- Replaces valves.
- Replace and maintain meter boxes.
- Rereads meters as requested by water billing personnel.
- Tests and changes out meters.
- Organizes tools and safety equipment on vehicle in use.
- Performs miscellaneous repairs.
- Available for emergency off-duty hour repairs or maintenance.
- Install back flow devices

*This job description is provided as an outline and resource in describing the duties and responsibilities of the position of Field Service Worker and is not intended to be an exhaustive list of the activities , duties or responsibilities that may be required of the position.*

**MINIMUM QUALIFICATION:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of City's address system.  
Ability to accurately read and record water meter readings.  
Ability to get along with the public.  
Skill in operating a motor vehicle.  
Knowledge of the maintenance and repair of water and sewer network,  
Ability to work alone with only general supervision and direction.  
Ability to troubleshoot and make decisions.  
Skill to use all standard mechanical tools, power tools and shop equipment.  
Basic computer skills.

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma or an acceptable equivalency diploma.  
Two (2) years in the maintenance and repair of water supply lines, meters and related equipment.

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

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction)  
Acceptable hearing (with or without hearing aid)  
Ability to communicate both orally and in writing.  
Moderate (15 to 44 pounds) lifting and carrying  
Climbing  
Distinguish colors  
Walking  
Standing  
Kneeling  
Bending  
Stooping  
Driving

**ENVIRONMENTAL CONDITIONS**

- Works outside in various weather conditions to include extremes in temperature
- Risk exposure to noise, fumes, gases, electricity, slippery surfaces, vibrations, odors, poor light, smoke, pollen, dirt, dust and/or toxic agents/chemicals
- Required to wear city-issued uniform

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

**RESIDENCY REQUIREMENTS**

In accordance with the City’s Charter, all employees shall reside within Volusia County, Florida, or if outside Volusia County, within thirty (30) driving miles of the municipal limits of the City of Holly Hill, Florida.

Acknowledgement:

I have read and understand the job description for Park Ranger:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

*Part-time; Non-Exempt*  
August 2013