

Apprentice Maintenance Mechanic-Utility Installer Servicerc

Job Specification for Collective Bargaining Unit Positions



JOB TITLE: Apprentice Maintenance Mechanic-Utility Installer Servicerc	EEO CODE: 07
PAY GRADE/BAND: 403	FLSA: Non-Exempt
BARGAINING UNIT: LIUNA	OCC CODE: 3301

POSITION SUMMARY:

Under direct supervision, performs skilled craft work associated with operating heavy equipment and other types of specialized equipment used in construction, maintenance and preventive maintenance activities in connection with public utilities projects. Performs skilled pipefitting work for the inspection, installation, maintenance, repair, and upgrade of utility lines and related system components. The Apprentice Maintenance Mechanic – Utility Installer Servicerc will participate in an apprenticeship training program in which successful completion of an approved schedule of work experience and training will be required in order to maintain employment. The employee will enter into a written agreement with JEA and the staff of the Department of Labor and Employment Security, Bureau of Apprenticeship.

EXAMPLES OF WORK:

This is a multi-year apprenticeship position in which the employee will attend classroom and on-the-job training necessary to perform the following job tasks:

- Operates equipment used in construction, maintenance and preventive maintenance activities for water and wastewater pipes and appurtenances.
- Performs finishing and grading operations.
- Operates trailers and tractors to transport heavy equipment.
- Checks operating and safety conditions of equipment, performs minor servicing, makes minor mechanical repairs, and reports needed repairs.
- Inspects, installs, maintains and repairs utility lines and related system components.
- Lays block and brick and performs finished cement work.
- Utilizes hand tools in performance of duties.
- Maintains inventories of materials, tools and equipment and insures they are in proper working order.
- Completes records, manually or via computer, such as daily vehicle checklists, work tickets, employee time sheets, requisitions, and maintains equipment operations and service records.
- Verifies utility locations.
- Cleans and maintains equipment, grounds and facilities.
- Checks barricades and other safety devices for proper placement at job site.
- Performs other job related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the practices, procedures, techniques and hazards in operating and performing minor servicing of equipment used for construction, maintenance and preventive maintenance activities, and associated with the inspection, installation, maintenance and repair of utility lines and related system components.
- Knowledge of the equipment, tools and materials used in pipefitting, excavation, construction, and maintenance projects for utility lines and related system components.
- Knowledge of OSHA standards relating to the Competent Person Training Program.
- Knowledge of basic concrete block and brick laying and cement finishing work.
- Skill in operating equipment over public roads and rough terrain under adverse weather conditions.
- Skill in reading load charts, calculating loads and determining lifting ability of mechanical equipment (such as cranes) and rigging and lifting devices (such as straps).
- Skill in inspection, installation and maintenance of shoring systems required by OSHA's excavation standard, 1926.
- Skill in calculating slopes and other dimensions of excavations as required by OSHA's excavation standard, 1926.
- Ability to check operating and safety conditions and perform minor servicing of assigned equipment.
- Ability to read, comprehend and apply job-related materials such as written instructions, procedures, operational manuals, construction drawings, street guides, tap orders, and as-built drawings in English.
- Ability to perform arithmetic computations involving whole numbers, fractions, and decimals, and including determination of linear, square and cubic measurements.
- Ability to train, oversee, and monitor the work of others.
- Ability to maintain records (such as timesheets, daily and monthly evaluation sheets, Skill Evaluation Checklists, required training logs and sign-in sheets for required classes).
- Ability to operate personal computers, limited network systems, and related computer equipment.
- Ability to read, write and communicate effectively in English.
- Ability to demonstrate and promote excellent customer service with both internal and external customers. Work with the public in a courteous and helpful manner.
- Ability to establish and maintain an effective working relationship with others at all levels of the organization. Follow, assist and contribute in a teamwork environment.
- Ability to operate closed circuit television (CCTV) equipment for the inspection of sewers. Must be able to perform basic troubleshooting and maintenance of CCTV equipment using accompanying manuals. Must be able to operate the CCTV software using the on-board personal computer and video equipment.
- Ability to operate, maintain and perform basic troubleshooting activities on the vacuum sewer cleaning truck.
- Ability to read, interpret and implement policies and procedures, such as JEA's Water Main Work Procedure. This policy directly relates to the integrity of the potable water distribution system and public health.
- Ability to perform hydrostatic pressure and leakage tests for newly installed water mains, force mains and reclaimed water mains and calculate test results.
- Ability to calculate pipe volume and set chlorine dosage for disinfection of newly installed water mains.

- Ability to read and interpret water, sewer and reclaimed water system maps. Must be able to calculate slopes of sewers determine flow direction and calculate depth of sewers using invert and manhole rim elevations.
- Ability to collect and utilize Global Positioning System (GPS) data.
- Ability to determine proper pumping equipment for sewer bypass operations, taking into consideration flow and pump rates, and head conditions.
- Ability to calculate volumes of materials required such as soils, asphalt, etc.
- Ability to operate personal computer and laptop computer programs such as JEA's Field Management System, Work Management System, email, Geographic Information System, etc.

OPEN REQUIREMENTS:

Must have a high school diploma or equivalent and pass the following:

- Physical Abilities Test that is representative of the physical demands of the job. (See physical requirements listed on position description.)
- Pre-employment examination and substance abuse testing prior to employment. (See physical requirements listed on position description.)

LICENSING/CERTIFICATION/REGISTRATION

- A valid driver's license is required prior to employment and must be maintained during employment in this classification; additionally a Commercial Driver's License (CDL) of a certain level and/or with certain endorsements will be required, as will be described in this job specification.
- A valid Class B Commercial Driver's License must be obtained within six (6) months of employment and must be maintained during employment in this classification.
- Successful completion of the JEA Permit Required Confined Space course during the Apprenticeship Program.
- Successful completion of the JEA Trenching and Shoring, Competent Person course during the Apprenticeship Program.
- Passing the Florida Department of Environmental Protection (FDEP) Water Distribution System Operator Level III exam, and obtaining that license. during the Apprenticeship Program.
- A valid Class A Commercial Driver's License will be required prior to entering Level 3, Step 1 of the Apprenticeship Program and must be maintained during employment in this classification.

Note: Successful completion of an approved schedule of work experience and training will be required during the entire apprenticeship period in order to maintain employment. Employees in this classification will enter into a written agreement with JEA and the State of Florida, Department of Labor and Employment Security, Bureau of Apprenticeship.

SAFETY SENSITIVE: Yes - Operates Commercial Driver's License (CDL) classified vehicles, large trucks and/or constructions equipment.

PROBATIONARY PERIOD: Twelve (12) Months

PHYSICAL REQUIREMENTS:

Sitting	Up to 5 hours per day	Lifting	Up to 5 hours per day
Walking	Up to 8 hours per day		Up to 50 max. pounds
Standing	Up to 8 hours per day	Pushing	Up to 5 hours per day
Bending	Up to 5 hours per day		Up to 50 max. pounds

Squatting	Up to 5 hours per day	Pulling	Up to 5 hours per day
Stooping	Up to 4 hours per day		Up to 50 max. pounds
Reaching	Up to 5 hours per day	Climbing	Up to 4 hours per day
Balancing	Up to 1 hour per day	Stairs	Up to 2 hours per day
Twisting	Up to 5 hours per day	Ladder	Up to 2 hours per day
Crawling	Up to 2 hours per day	Step-stool	Up to 2 hours per day
Kneeling	Up to 4 hours per day	Excessive heat	Up to 10 hours per day
Typing	Up to 1 hour per day	Excessive cold	Up to 10 hours per day
Data Entry	Up to 1 hour per day	Dust	Up to 10 hours per day
		Humidity	Up to 10 hours per day
		Loud Noise	Up to 10 hours per day
		Hands in Water	Up to 3 hours per day

Unusual hearing or vision demands:	Free from color blindness; ability to maintain vision correctable to 20/40; normal field of vision; normal night vision; good depth perception. Normal sense of hearing and smell
Other physical demands or notes:	Performs work under noisy, dirty, high humidity, hot and cold conditions; have good manual dexterity; normal range of motion; normal sense of balance; JEA employees should not attempt to lift, pull or push a load in excess of 50 lbs. without assistance. Care should always be taken when lifting, pushing or pulling in an awkward position. Must be able to pass a qualitative respirator fit test and must be able to wear the respirator without respiratory distress.

This position requires that employees be in compliance with JEA procedure HUMR - Screening Personnel Risk Assessments (pre-hire for "FACTA" designations; pre-hire and recurring for "CIP" designations).

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