

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**18820 Beach Road**  
**Perry, FL 32348**

**JOB DESCRIPTION: WATER TRAINEE-FIELD ASSISTANT**  
**07/25/2022**

**Position Objective:**

Works under the direction of the Taylor Coastal Water & Sewer District Field Supervisor performing a variety of skilled and semi-skilled technical, maintenance and field work. Assists in the operation, maintenance and repair of the water and wastewater treatment facilities and systems per Federal and State quality standards and requirements.

**Reporting Relationships:**

This position reports to the Field Supervisor.

**Essential Duties and Responsibilities:**

- Assist with maintenance and repairs at the wastewater treatment plant, water treatment plant and all other District facilities and properties
- Performs water meter reading duties each month
- Maintain and mow District sprayfield property
- Performs other duties as needed or assigned by the Field Supervisor
- After training period is complete, will be on-call 24 hours a day to assist with after hours emergencies

**Ability to:**

- Establish and maintain effective working relationships with District Board, Staff, District Customers and the Public, Contractors and Consultants.
- Understand and follow verbal and written directions.
- Communicate effectively, both orally and in writing.
- Must have the ability to read and discern visual images on a variety of media
- Must be able to use a shovel, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment
- Complete tasks without supervision

**Physical Requirements:**

- This job typically requires digging, lifting at least 40 pounds, walking (including construction sites), driving automobiles, driving tractor, mowing, speaking, listening, reading and writing.
- Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.
- Sensory Requirements – Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.

**Work Environment:**

Duties are performed in water and wastewater plant office environments and customer sites. Performance of essential functions may require exposure to adverse environmental conditions, such as dust, dirt, odors, wetness, humidity, fumes, temperature and noise extremes, operating machinery, vibrations, traffic hazards, electric current or toxic agents.

**Other:**

The opportunity to pursue and obtain, if not already licensed, a Florida Water Treatment Plant Operator's License and a Florida Wastewater Treatment Plant Operator's License is encouraged. The District will fund this training, which when completed will lead to advancement within the District.

In addition to plant operation and maintenance, specific duties may include, but are not limited to:

- Line locates
- Emergency calls and service after regular hours and on holidays
- Water Meter and/or Grinder pump repairs in field/shop
- Water Meter and/or Grinder pump disconnects/reconnects
- Assist with water meter and/or grinder pump installations
- Landscaping of plants, lift stations and District facilities
- Weekly maintenance of lift stations
- Inspection/Repair of wagger vents, grinder pump lids, and water meter lids
- Trash disposal

The Water Trainee-Field Assistant serves at the discretion of the District Board. Unless agreed upon in a written contract approved by the District Board, employment with the District is "at will."

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.