



To apply please email below application to:

Jlaird@nicevillefl.gov

&

Ehowell@nicevillefl.gov

Job Description

Job Title: Water and Wastewater Systems Technician I

Department: Water & Sewer

Grade: 106

Reports To: Systems Foreman (Water or Wastewater as assigned)

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. This job description does not constitute a written contract of employment.

SUMMARY: The Water and Wastewater Systems Technician I is responsible for the installation, maintenance, and repair of water distribution and wastewater collection systems, including water lines, sewer lines, meters, fire hydrants, manholes, and related infrastructure. This role involves operating heavy equipment, ensuring system integrity, and maintaining public health and safety. The Technician works under supervision to support the efficient operation of water and sewer services for the city.

Emergency Response Statement

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may require irregular work hours, relocation to emergency sites, and duties beyond those specified in the official job description. Emergency assignments may involve physically and operationally challenging conditions with little advance notice.

Essential Duties and Responsibilities

- **Water System Responsibilities:**
 - Install, maintain, and repair water taps, water lines, and fire hydrants.
 - Locate water lines to prepare work sites and protect city infrastructure from damage.
 - Repair water leaks, stoppages, and issues with valves and meters.
- **Wastewater System Responsibilities:**
 - Install, maintain, and repair sewer lines, manholes, and wastewater infrastructure.
 - Locate wastewater lines to prepare work sites and prevent damage during excavations.
 - Address and resolve issues such as blockages, leaks, and structural defects in the system.
- **General Responsibilities:**

- Operate heavy equipment, including backhoes, vacuum trucks, dump trucks, and trenchers.
- Utilize various tools such as pipe threaders, tapping machines, compressors, and saws for system maintenance.
- Maintain and ensure the safe operation of vehicles and equipment.
- Restore work sites, including repairing asphalt, concrete, and landscaped areas.
- Respond to customer inquiries and public concerns regarding water and sewer services.

Supervisory Responsibilities

None.

Minimum Requirements and Qualifications

Education:

- High school diploma or GED required.

Experience:

- Experience in water or wastewater systems maintenance and operating heavy equipment preferred.

Licenses and Certifications:

- Valid Florida driver's license or CDL depending on equipment operated.
- Florida Class II Water Distribution License Operator or Class 'C' Wastewater Operator Certification, or the ability to obtain within one year of hire.
- After successful completion of either CDL or Distribution III license, employee will receive a step increase.

Knowledge, Skills, and Abilities (KSAs)

Knowledge:

- Understanding of water distribution and wastewater collection systems.
- Familiarity with equipment operation and safety standards.

Skills:

- Proficiency in using heavy equipment and diagnostic tools.
- Effective communication skills for public interaction and team collaboration.

Abilities:

- Perform physical labor in various weather conditions.

- Maintain accurate records and follow safety protocols.
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Physical Requirements

- Lift, carry, push, or pull items up to 100 pounds occasionally.
 - Frequent standing, walking, bending, and working in confined spaces.
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Work Environment

- Work performed outdoors, often in confined spaces and exposed to varying weather conditions and hazardous environments.
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Career Development

- Opportunities for advanced training and certifications in water and wastewater systems technology
- Water distribution license 2 after completion of 2080 hours of distribution experience

Acknowledgment

By signing below, the employee acknowledges understanding the job description and confirms the ability to perform the responsibilities outlined with or without reasonable accommodation.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Print Name

Employee Signature

Date

Human Resources

Date

APPLICATION FOR EMPLOYMENT

Mail/Hand Deliver/FedEx to:
 City of Niceville
 Human Resources Department
 204 N. Partin Dr.
 Niceville, Florida 32578



Main Number: (850) 279-6436 x 1412
Fax: (850) 279-4577
E-mail: dholley@niceville.org

TO BE CONSIDERED FOR EMPLOYMENT, ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED
You must be 18 years of age to apply

Please complete each item in the following application in legible handwriting, printing, or type.

PERSONAL DATA

Application Date	
Name: Last, First, MI	
Street Address	
City, State, & Zip	
Primary Phone	
Secondary Phone	
E-Mail Address	
Social Security No	
Valid Driver's License <input type="checkbox"/> YES <input type="checkbox"/> NO CDL <input type="checkbox"/> Please specify class _____ DL # _____ (Drivers' License number for validation and insurable purposes only)	

EMPLOYMENT INFORMATION

Position for which you are Applying (or areas of interest): _____	
How did you hear about this position? _____	
Salary Expected:	Hourly <input type="checkbox"/> Annual <input type="checkbox"/>
Are you seeking <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
On what date would you be available for work? _____	
Have you ever filed an application with the City before?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been employed with the City before?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Can you travel if a job requires it?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently employed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you legally authorized to work in the U.S.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the United States.	

BACKGROUND

Have you ever been discharged from employment because your work or conduct was not satisfactory?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been convicted of a criminal Drug or Alcohol Offense?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please give dates and explanation:	
Have you ever been convicted of a felony or first degree misdemeanor, plead Nolo Contendere or guilty to a crime that is a felony or first degree misdemeanor, or had an adjudication withheld for a crime that is a felony or first degree misdemeanor?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, explain each offense:	
<i>An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.</i>	

E M P L O Y M E N T H I S T O R Y

Please list all current and/or previous employment. Begin with your current or most recent position and list all previous positions in chronological order. If additional space is needed please submit supplemental sheets, resumes may be included.

Employer Name:	Starting Date of Employment:	Job Title:
Address:	Ending Date of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Average Hours:
Phone Number:	Begin Salary:	Supervisor's Name:
Supervisor:	Ending Salary:	Reason for Leaving:
Duties/Responsibilities:		

Employer Name:	Starting Date of Employment:	Job Title:
Address:	Ending Date of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Average Hours:
Phone Number:	Begin Salary:	Supervisor's Name:
Supervisor:	Ending Salary:	Reason for Leaving:
Duties/Responsibilities:		

Employer Name:	Starting Date of Employment:	Job Title:
Address:	Ending Date of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Average Hours:
Phone Number:	Begin Salary:	Supervisor's Name:
Supervisor:	Ending Salary:	Reason for Leaving:
Duties/Responsibilities:		

Employer Name:	Starting Date of Employment:	Job Title:
Address:	Ending Date of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Average Hours:
Phone Number:	Begin Salary:	Supervisor's Name:
Supervisor:	Ending Salary:	Reason for Leaving:
Duties/Responsibilities:		

KNOWLEDGE & SKILLS

Please list any knowledge, skills, and abilities you possess and believe relevant to the position you seek, such as operating equipment (specific types), computer skills (specific programs), typing wpm, dictation, etc.

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REFERENCES

Please list three references, who have knowledge of your work experience and/or education.

Full Name:	Relationship
Occupation:	Phone: ()
Address:	
Full Name:	Relationship
Occupation:	Phone: ()
Address:	
Full Name:	Relationship
Occupation:	Phone: ()
Address:	

EDUCATION & TRAINING

HIGH SCHOOL, COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL

Select highest grade completed: 9 10 11 12 Received Diploma or Equivalency? YES NO

College: 1 2 3 4 Graduate School: 1 2 3 4 Received Degree? YES NO

Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional certifications. Give dates of attendance, credit hours completed, type of degree, and major/minor. List all technical and/or trade courses or programs you have completed.

Highest Degree Attained:		
Name of School	City / State	Degree, Major or Type of Course

JOB RELATED TRAINING AND COURSE WORK (Please provide institution name, location and date(s) of attendance)

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ADDITIONAL FACTS

Please include any additional information that you think would be helpful to us in considering you for employment.

MILITARY EXPERIENCE

If you are eligible for veteran's preference, please provide from DD-214 along with Veteran's Preference Form

Were you in the Armed Forces? YES NO

If yes, what branch? _____

Dates of duty: From: _____ To: _____

Rank at Separation: _____

Job-related training received:

STATEMENTS OF AFFIRMATION AND AUTHORIZATION

Please initial acknowledgement to each of the following

_____ **CERTIFICATION:** I certify that answers given herein are true to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of my employment, I understand that false or misleading information given in my application: interview(s) or any part of the employment process may result in my discharge. I understand that if offered employment with the City of Niceville, I will be required to provide proof of eligibility to work in the United States and will be required to abide by all City of Niceville rules and regulations.

_____ **HOMELAND SECURITY:** The City, through the Department of Homeland security (DHS) verifies an employee's authorization to work in the United States through E-Verify.

_____ **BACKGROUND INVESTIGATIONS:** As part of the application process, it may be necessary for us to conduct a background investigation on you. For these reasons you will be required to provide your social security number on you application. Please be advised, that your social security number will be used solely for this purpose.

_____ **SENSITIVE POSITIONS BACKGROUND INVESTIGATIONS:** A Sensitive positions include: any position that handles money, including cash receipts; any position having access to sensitive employee or customer data; or any position in the Finance Department. For all sensitive positions, the City will conduct, not only pre-employment background checks, but also periodic background checks. These checks will include national criminal and sex offender search, state criminal check, arrest search and credit check. A third party administrator conducts the background review and provides the findings to the City. Information acquired does not automatically disqualify you from being considered.

This is also to inform you that your social security number is exempt from Florida's public records laws and will not be furnished to anyone, other than a third party background investigation company, unless properly subpoenaed by a court of law.

_____ **PHYSICAL REQUIREMENTS:** I verify that I am able to perform the physical duties of the position I am applying for. Further, I understand that this position also requires that I am, and remain, drug free; to include a drug screening test. Any illegal or unprescribed controlled substance which shows in my test results will cause my immediate disqualification for employment with the City of Niceville.

_____ **DRUG FREE WORKPLACE:** I understand and agree that the City of Niceville is a drug free workplace. The City of Niceville may conduct drug screenings for: Job applicant testing, random, routine fitness for duty testing, reasonable suspicion testing, post-accident and injury testing, follow-up testing and return to duty testing.

Disclosure Statement: By this document, the City of Niceville discloses to you that various reports may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. I understand that these reports will not be used for any purpose other than employment. Please sign below to signify acknowledgement of this disclosure and authorization for the City of Niceville to request copies of such reports.

Applicants needing accommodations to complete this application should contact the City Human Resources Department at 850-279-6436 ext. 1001

Signature _____

Date _____

Thank you for your interest in the City of Niceville. Because of the volume of applications we receive each day, we are unable to contact applicants unless they are selected for interviews.

FOR OFFICE USE ONLY		
___ College Transcripts	___ Driver License	___ DD214 (military discharge)
___ High School Diploma/GED Certificate	___ State Certifications	
Received by _____	Date(s): _____	
Incomplete _____		
Position applied _____		Date sent to _____
Department _____	Department _____	