



Sun 'n Lake of Sebring Improvement District
Email Resumes to Ariel Fells, *Director of Human Resources*
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Position Title: Water and Wastewater Utility Technician
Department: Utilities Operations
Reports to: Supervisor of Utilities
FLSA Status: Non-Exempt
Pay Grade: 5 (\$13.12 - \$19.68 hourly); starting \$14.50/hour
Applicable qualifications and previous work experience will be given special consideration when establishing pay.

Job Environment

Sun 'n Lake exists to provide comprehensive specialized services to our citizens. Common infrastructure improvements provided by The Sun 'n Lake Improvement District include drainage, potable water, sewerage, roads and parks. Sun 'n Lake is required to have a five-member board of supervisors, elected by the landowners.

The Sun n' Lake Improvement District operates a full-service water and wastewater utility serving 4,000 connections within the 4,000-acre district boundaries. The water plant is permitted for 1,500,000 GPD with chlorine disinfection. Two wastewater plants serve the District - Unit 4 with a permitted capacity at 250,000 GPD and Unit 23 at 700,000 GPD. The collection system includes 25 lift stations and individual low flow septic pumping systems.

Primary Job

The District is looking for career oriented and forward-thinking individuals. The primary function of this position is to ensure the water metering system, water distribution system and the wastewater collection systems are maintained and operational. Staff is "on-call" for emergency after-hours response on a rotating schedule and will work after normal hours to complete emergency repairs if needed. The work is demanding due to weather conditions, safety considerations, and manual labor digging pipes and changing meters, pumps and fittings.

We provide an upward path to promotion as training is provided to secure state licenses for water and wastewater, and equipment specific training is provided to advance your skill set. Securing the licenses and training certificates may increase the salary level.

Essential Work

- Perform meter installation, reading, meter calibration, testing and customer service
- Maintenance of the meter boxes (raise or replace meter boxes, clean debris for signal strength and checking and repairing leaks)
- Assist billing as required with recheck readings, field checks, testing, evaluation to confirm accuracy or correct errors, reinstate services, locking meter
- Assist with technical work or troubleshooting of fixed network, smart grid system hardware as trained and directed
- Review development project plans for to mark, and verify location of water and wastewater facilities and points of connection
- Ensure all Meter Worksheets are turned in for all new or replacement meters or transmitters, sensors or other smart grid fixed network devices
- Administrative General Document, Scan, Upload, and Preserve Meter Worksheets, Inventory GIS Based Images and information, as well as calibration sheets, test results and contractor work documentation
- Maintains and repairs water distribution and wastewater lines, lift stations and related facilities
- Perform water and sewer taps
- Participate in monthly Safety Committee meetings
- Related water and wastewater duties as assigned

Requirements

- High School Diploma (equivalent or ability to obtain)
- Must be able available to work on-call on a rotating shift with other staff and have flexibility in working extended hours for emergency repairs
- Must be able to utilize hand construction tools and powered equipment
- Valid Florida Driver's License
- Show up for work five days a week for eight hours per day
- Good attitude and ability to work with others