

**CITY OF STUART
JOB DESCRIPTION**

Title: **SYSTEMS TECHNICIAN**

Department: **Public Works Water and Sewer General Government**

Job Code: **3082**

Grade: **1111**

Exempt Status: **Non-exempt**

CHARACTERISTICS OF THE CLASS

Under general supervision of Assistant Public Works Director, provides support to the department or functional area. Incumbent is detail oriented and responsible for computerized work order management system, applicable data entry, report generation and maintaining records. Work is reviewed verbally, through written reports and/or through observation upon work completion and established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Enters appropriate data needed to establish a baseline for computerized work order management system and maintains work order tracking system.
2. Gathers information to assist in the preparation of studies and reports related the computerized work order management system.
3. Responsible for program reports and maintenance of related files and records.
4. Responds to inquiries from the other team members and provides resolutions for problem areas, verbally or in writing.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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REQUIREMENTS

A. Training and Experience:

High School Diploma supplemented by five (5) years of experience in a computerized work order management system or an equivalent combination of training and experience.

Must possess valid Florida driver's license.

B. Knowledge, Abilities and Skills:

Knowledge of computer and software programs.

Knowledge of preventive maintenance guidelines and schedules.

Ability to establish written guidelines for a computerized work order management system.

Knowledge of modern office terminology, methods, practices, and procedures.

Knowledge of occupational safety rules and practices.

Ability to understand, follow and provide oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, supervisor, and the general public.

Ability to maintain accurate and complex records and prepare reports in a timely manner.

Skills in the operation of modern office equipment.

Advanced skills in the operation of computers and software programs.

C. Physical Requirements:

Task involves some physical effort in standing, bending, reaching, stooping, stretching and walking, or frequent light to moderate lifting (30 pounds plus) and/or standard

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dexterity in the use of fingers, limbs, and/or body in the operation of office equipment. Tasks may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires depth perception and discrimination.

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee