

# City of Lake City, FL

## Classification Description

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Classification Title: DIRECTOR OF DISTRIBUTION & COLLECTION  
Department: UTILITIES- Distribution and Collections

Pay Grade: 19  
FLSA Status: Exempt

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### General Description

This position is managerial and professional work directing and planning all phases of the Water Distribution, Wastewater Collection, Reuse Water, and Construction Activities.

### Nature of Work

#### Essential Functions:

- Prepares budget and works with approved budget.
- Responsible for all repairs and maintenance of system to include after hours.
- Trains subordinate employees.
- Plans and schedules projects.
- Answers and follows up on citizen complaints.
- Follows the utilities master plan and long term planning.
- Inspects crews and equipment.
- Estimates job costs and time frames.
- Oversees equipment maintenance.
- Procures equipment and supplies for the department.
- Creates and guides implementation of capital improvement plans or programs.
- Creates plans for and guide implementation of major construction projects.
- Reports progress to Utility Manager and City Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

### KNOWLEDGE, SKILLS, AND ABILITIES

## DIRECTOR OF DISTRIBUTION & COLLECTION

**Equipment:** Uses computers for file processing and/or accounting purposes. Uses or repairs small/light equipment, such as power tools. Uses or repairs heavy or complex machinery, construction equipment. Supervises employees using or repairing heavy or complex machinery. .

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of machines, equipment, tools, and industry recognized practices and principles in management of a water distribution and/or wastewater collection systems and underground utility construction activities;
- Knowledge of utility industry accounting and budgetary procedures, and occupational hazards, safety precautions and related laws, rules, and regulations connected with operation and maintenance of water distribution/wastewater collection systems and utility construction;
- Knowledge of local, state and federal laws and regulations relating to operation of a water distribution and/or wastewater collection systems; and
- Must possess the ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

**Minimum Qualifications:** Graduation from an accredited four year college or university with major course work in civil, mechanical or sanitary engineering, business administration or related subject highly preferred. Two years of managerial experience in the selected field may be substituted for each year of education. Eight years progressively responsible experience in water distribution system construction, operation and maintenance, wastewater collection system construction, operation and maintenance, including 5 years supervisory experience, or an equivalent combination of training and experience. Must possess a valid State of Florida Class "3" license in Water Distribution or obtain within one year from time of employment.

### ESSENTIAL PHYSICAL SKILLS

- Ability to lift more than 40 pounds
- Ability to see and hear
- Ability to perceive smell
- Depth, color, and texture perception
- Ability to communicate orally

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and

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reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change.  
By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date