

# City of Lake City, FL

## Classification Description

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**Classification Title: SUPERINTENDENT OF COLLECTIONS**  
**Department: Distribution and Collections**

**Pay Grade: 8-7**  
**FLSA Status: Exempt**

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### **General Description**

This exempt position supervises and coordinates activities of workers engaged in installing, maintaining and repairing Sanitary Sewer gravity lines, force mains, lift stations, manholes and associated equipment in the Collections System. This position supervises and coordinates activities of workers engaged in installing, maintaining and repairing streets, water and sewer lines, drainage systems, road signs, sanitary sewer gravity lines, force mains, lift stations, manholes and associated equipment in the Distribution and Collections System. Work is performed under general direction of the Director of Distribution and Collections.

### **Nature of Work**

#### **ESSENTIAL FUNCTIONS:**

- Directs workers in the installation of sewer lines, manholes, and lift stations. Directs workers in the installation of water, Reclaimed Water and sewer lines, manholes, and lift stations.
- Coordinates work orders with construction and maintenance crews.
- Inspects construction of new sewers lines and manholes to ensure conformance with specifications.
- Reviews construction plans for accuracy and correctness of grades and/or any other obstacles.
- Reviews all utility applications as submitted by contractors, realtors, and citizens.
- Authorizes purchase of all pipe and fittings for sewer jobs installed by City personnel. Compiles a bill of materials for sewer projects for the City.
- Assists directors, staff, and citizens in resolving problems and complaints.
- Directs maintenance and construction crews in resolving emergency situations.
- Supervises workers in the installation of sewer lines.
- Coordinates the maintenance and repairs upon equipment used in the installation of sewer lines.
- Inspects construction of new sewers lines and manholes to ensure conformance with specifications.
- Reviews and approves all departmental invoices.
- Maintains an inventory of basic materials list in stock room.
- Compiles information for budget preparation.
- Supervises and ensures scheduled training is completed in ordinance with local, state, and federal rules.
- Reviews payroll time sheets and leave slips for subordinate employees.

(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**

**Equipment:** The ability to use computers for word processing and/or accounting purposes. Uses and/or repairs small/light equipment, such as power tools. Uses and/or repairs medium equipment and machinery, such as vehicles or commercial mowers. Uses and/or repairs heavy or complex machinery, construction equipment. Supervises employees using and/or repairing heavy or complex machinery.

## **SUPERINTENDENT OF DISTRIBUTION AND COLLECTIONS**

**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 appropriately 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 City policies and procedures as defined in the employee handbook;
- Thorough knowledge of City construction operations;
- Ability to interview, hire, and oversee the training of new employees;
- Ability to plan, assign, and direct daily operations; and
- Ability to appraise performance and discipline employees as necessary and address complaints and resolve problems.

**Minimum Qualifications:** Must be a high school graduate or possess a General Education Diploma (GED) and ten (10) years' experience in the installation, repair and maintenance of Sanitary Sewer systems or ten (10) years' experience in the installation, repair and maintenance of water and sewer systems. Supervisory experience or is preferred. Must meet all requirements for Distribution or Collection Crew Leader. A valid Florida Class "A" Commercial Driver's License is required.

Must obtain FWPOCA Class C in Wastewater Collections System and Level I Water Distribution, CDL "A" License and Advanced MOT certification within two years.

### **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate clearly verbally and in writing
- Moderate (15 to 45 pounds) lifting and carrying
- Ability to communicate both orally and in writing
- Walking, Standing
- Bending
- Smelling
- Driving

### **ENVIRONMENTAL CONDITIONS:**

- Works inside in an office setting
- Work may be performed in and/or outside a vehicle
- Works inside/outside in various weather conditions such as but not limited to: noise, chemicals, dust, fumes, gases, solvents, grease or oils, slippery surfaces, uneven surfaces, electrical energy, and odors
- Works in roadways where vehicle traffic hazards exist and often utilities are placed
- Because of the exposure to raw sewage is possible, a series of Hepatitis shots must be completed

**SUPERINTENDENT OF DISTRIBUTION AND COLLECTIONS**

- Works below ground level where trench boxes may be required /Confined spaces

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**