

City of Lake City, FL

Classification Description

Classification Title: COLLECTION CREW LEADER
Department: WATER DISTRIBUTION & COLLECTION

Pay Grade: ~~8~~-4
FLSA Status: Non-Exempt

General Description

This position performs skilled work related to the City's collections system. This position serves as the lead technician for the crew. Work is performed under the general direction of a D& C Superintendent.

Nature of Work

Essential Functions:

- Assists in the training of employees within the department on all motorized equipment incidental to completing assignments (trucks, back-hoes, street saws, compactors, generators, valve exercisers, tapping machine, etc. in a safe and efficient manner.
- Participates as well as oversees in such activities as digging trenches for installation, maintenance, repair or replacement of all city owned collections system and their respective components.
- Assigns and schedules the installation, maintenance, repair, or replacement of all respective components of the City's collections system.
- Assists in the training of employees on the locating of existing collections system and respective components (i.e. mains, service laterals, manholes, sewer cleanouts, etc.).
- Directs the inspection, repair, or otherwise replacement of manholes within collections system.
- Follows up on all emergency call-outs which resulted in making the necessary repairs to any section of the collections system or its respective components (i.e. mains, service laterals, manholes, sewer cleanouts, etc.) for continued customer satisfaction.
- Transports equipment requiring advanced training or special licenses as needed to and from job sites.
- Must meet all requirements for Collections Tech II

(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

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

COLLECTION CREW LEADER

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 the D.E.P. regulations for the operation, maintenance, and repair of collections system and respective components;
- Knowledge of methods, materials, equipment, and techniques used for the maintenance of existing collections system as well as future extensions for D.E.P. compliance;
- Skill in the use of, operation of, and assist in training of all standard mechanical tools/power tools/heavy equipment (i.e. street saw, tapping machines, locators, ditch witch, back-hoes, excavators etc.); and
- Ability to establish and maintain satisfactory relationships with the general public.

Minimum Qualifications: High school graduation or possession of an acceptable equivalency diploma, Seven (7) years' experience in the installation, maintenance, and repair of collections system. Must possess a valid Florida Class "B" Commercial Driver's License. Must possess a Class "B" Waste Water Collections Certification. Must possess Work Zone Traffic Control Certification. Must obtain Florida Class "A" Commercial Driver's License within three (3) years.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth perception
- Distinguish colors
- Driving
- Climbing, Walking, Standing, Bending
- Tasting, Smelling

Environmental Conditions:

- 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, a series of Hepatitis shots must be completed
- 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: _____

Signature: _____
Employee

Date: _____