

City of Lake City, FL

Classification Description

Classification Title: DISTRIBUTION TECHNICIAN III
Department: WATER DISTRIBUTION

Pay Grade: ~~8~~-3
FLSA Status: Non-Exempt

General Description

This position performs skilled work related to the City's potable water and reclaimed water distribution system. Work is performed under the general direction of a Distribution Supervisor.

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 distribution system and their respective components.
- Assigns and schedules the installation, maintenance, repair, or replacement of all respective components of the city's distribution system.
- Assists in the training of employees on the locating of existing distribution system and respective components (i.e. mains, service laterals, valves, fire hydrants, etc.)
- Directs the inspection, repair, or otherwise replacement of distribution mains, service laterals within distribution system.
- Responds to emergency call-outs after hours, weekends and holidays which may result in making the necessary repairs to any section of the distribution system or its respective components (i.e. mains, service laterals, valves fire hydrants, etc.) for continued customer satisfaction. Must be able to work after hours and assist with call outs.
- Transports equipment requiring advanced training or special licenses as needed to and from job sites.
- Must meet all requirements for Distribution 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

Equipment: 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 the D.E.P. regulations for the operation, maintenance, and repair of distribution system and respective components;
- Knowledge of methods, materials, equipment, and techniques used for the maintenance of existing distribution system as well as future extensions for compliance with D.E.P.;
- 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 distribution system. Must possess a valid Florida Class "B" Commercial Driver's License. Must possess a Water Distribution Level Two Certification. Must obtain MOT certification within two (2) 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

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- Works in roadways where vehicle traffic hazards exist and often utilities are placed
- May be subject to after hours call out requiring technical decisions without supervision
- Because of the presence of congruent utilities (i.e. sewer) the exposure to raw sewage is possible, a series of Hepatitis shots must be completed
- In dampened areas Cathodic conditions may also be present
- 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 change. By signing below I am indicating I have read and concur with the above description of my job.

Signature

Date

Print Name