

City of Lake City, FL

Classification Description

Classification Title: DISTRIBUTION TECHNICIAN I
Department: WATER DISTRIBUTION

Pay Grade: 1
FLSA Status: Non-Exempt

General Description

This is skilled work related to the City's potable water and reclaimed water distribution system. Work is performed under the general direction of a Distribution and Collections Superintendent or Distribution Crew Leader.

Nature of Work

Essential Functions:

- Operates motorized and heavy equipment incidental to completing assignments (trucks, back- hoes, street saws, compactors, generators, valve exercisers, tapping machine, etc. in a safe and efficient manner.
- Participates in such activities as digging trenches for installation, maintenance, repair or replacement of all City owned distribution system and their respective components.
- Performs the installation, maintenance, repair, or replacement of all respective components of the City's distribution system.
- Develops water with tapping machine.
- Performs the locating of existing distribution system and respective components (i.e. mains, service laterals, valves, hydrants, meters, etc.).
- Tests water for chlorine.
- Inspects, repairs, or otherwise replaces fire hydrants within distribution system.
- Responds to emergency call-outs after hours, weekends and holidays in order to make the necessary repairs to any section of the distribution system or its respective components (i.e. mains, service laterals, valves, hydrants, meters, etc.).
- Transports supplies, tools, and other materials as needed to and from job sites.

(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, or water plants.

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:

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- Knowledge of 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;
- Skill to use and operate all standard mechanical tools/power tools/heavy equipment (i.e. street saw, tapping machines, locators, back-hoes, excavators etc.); and
- Ability to establish and maintain satisfactory relationships with the general public.

Minimum Qualifications:

Applicant must have a

- High school diploma or approved general education diploma (GED). GED must be issued by the American Council on Education through an approved GED Administrator per requirements of FDEP Operator Certification Program.
- Possess a valid driver's license with the ability of obtaining a Class "B" Commercial driver's license with in one (1) year of employment.
- Must be able to obtain Class "C" Water Distribution Certification with in two (2) years of employment.

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 presence of congruent utilities (i.e. sewer) the exposure to raw sewage is possible, a series of Hepatitis shots must be completed
- Works below ground level where trench boxes may be required / Confined spaces

DISTRIBUTION TECHNICIAN I

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

This job description was approved on 12/18/2023 (3 pages)

