

**TOWN OF LADY LAKE
JOB DESCRIPTION**

JOB TITLE: UTILITIES DISTRIBUTION/COLLECTION TECHNICIAN I

PAY GRADE: 311 HD0/01

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION: NON EXEMPT

STATUS: FULL TIME

DIRECT REPORT: UTILITIES SUPERVISOR

GENERAL DESCRIPTION:

Semi-skilled manual work in the performance of laboring tasks and supplying the public with a service in water and wastewater. Employees in the Utility Department have to be semi-skilled in water and wastewater operations and customer service.

ESSENTIAL JOB FUNCTIONS:

1. Operates light to heavy equipment to include tractor mower, front-end loader/backhoe, dump truck, weed-eater, power jack and cut-off saw, as needed.
2. Read, and assist in repairing, replacing, cleaning and testing water meters and water meter boxes.
3. Turn on meters and perform disconnects.
4. Locate water leaks for customers and utility department.
5. Assist in repair of electrical systems, sewer man-holes and large meter installations.
6. Flush fire hydrants, and clean sewer lines for customers and utility department.
7. Assists in maintaining lift stations.
8. General grounds maintenance of utilities properties may include mowing, weed eating, and other housekeeping duties.
9. Assist in tapping, upgrading, repair and service of water and sewer lines, inspecting their new construction, and in correcting sewer backups.
10. Accomplish assigned daily work orders.
11. Perform minor repairs, maintenance and service of equipment.
12. Maintains log of daily operations activities.
13. Requires shift work, holiday work, weekend work, and on-call duties when needed.

14. Basic computer skills in word processing, spreadsheets, and email correspondence.

[These essential job functions are not to be construed as a statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.]

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to: operate light equipment; to learn and understand all phases of field service; to assist in all phases of utilities water and sewer; to work well with others; to communicate well with office staff and customers.
- Some knowledge of water line repairs, customer service and equipment maintenance.
- General computer operating skills (typing correspondence, email, and memorandums).
- Experience using hand tools and some record keeping.

EDUCATION AND EXPERIENCE:

- High School Diploma or General Education Degree (GED) equivalency.
- At least, one (1) year or more experience in manual labor, including operation of small equipment and some maintenance.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Possession of a valid Florida Drivers License.
- Prefer Class "C" distribution/collection Certificate

OTHER SKILLS AND ABILITIES:

- Understanding of methods of water distribution and/or wastewater collection.
- Understanding environmental safety as it pertains to community health and well being.
- Ability to inspect machinery and other mechanical equipment in operation and to detect flows and defects in operation.
- Ability to read meters and charts accurately and to maintain records.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to operate construction equipment.
- Heavy lifting, carrying, and moving (45 pounds or over).
- Pulling, pushing, walking, standing, kneeling, bending, balancing, stooping.
- Climbing a step ladder.
- Ability to use respiratory and other personal protection equipment.

ENVIRONMENTAL CONDITIONS:

- Work inside and outside in varying weather conditions.

- Exposure to dust, dirt and Chlorine.
- Work below ground level in a ditch.

[Reasonable accommodation will be made for otherwise qualified individuals with a disability.]

Acknowledged receipt of job description, this _____ day of _____ 20____.

Signature: _____