



## CITY OF AVON PARK JOB DESCRIPTION

### JOB TITLE:

## Collections & Distribution Technician

<b>EXEMPT:</b>	NO	<b>DIVISION:</b>	Work Center
<b>SALARY:</b>	Grade/Step: 90/01-05 (up to \$15.53/hour) DOE	<b>DEPARTMENT:</b>	Public Works
<b>SHIFT:</b>	varies	<b>COST CENTER:</b>	
<b>LOCATION:</b>		<b>POSITION:</b>	
<b>REPORTS TO:</b>	Sr. Utility Service Worker		
<b>PREPARED BY:</b>	Human Resources	<b>DATE:</b>	2020.07
<b>APPROVED BY:</b>	City Manager	<b>DATE:</b>	2020.07

### NATURE OF WORK:

The technician works on the installation and maintenance of the municipal water distribution and wastewater collection systems. Employees in this class are engaged in the construction and repair of water and wastewater mains and attendant devices. Work includes connection of fittings, excavation for the installation of lines, placement, removal and minor repair to water meters and the testing of water pressure as required. On most assignments, the employee has little supervision; however, work is regularly assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### 1. Waster Distribution:

- Assists in the installation and servicing of water mains; cements fittings; place barricades; excavate trenches for main placement; apply temporary patches to street surfaces following repair
- Responsible for accurately maintaining daily paperwork and record keeping
- Repairs & installs water mains, valves, fittings, water services, meters (water & electric), wet taps, line stopping and any other appurtenances to the distribution system
- Repairs and maintains valves and fire hydrants
- Assists in locating valves and utility lines
- Installs, exchanges water meters and electric meters
- Operate various hand and power tools; operate heavy equipment
- Performs non-skilled level facilities maintenance and cleaning
- Employee will be placed on the on-call stand-by list as requirement for the position
- Assisting in maintenance of traffic (M.O.T.)
- Inspect and answer customer complaints

- Perform other work as assigned

## 2. **Construction Services:**

- Assist in installation, maintenance, and repair of water and wastewater mains, and storm water systems; proper placement of place barricades for maintenance of traffic requirements; excavate trenches for main placement; apply temporary patches to street surfaces following repair
- Install, repair, and adjust valves boxes and meter boxes; install water meters; install, repair and maintain valves; install and maintain new fire hydrants; install underground conduits for electric, communications, decorative streetlights and traffic signals
- Assist in installation of new lift stations
- Operate motor vehicles to transport personnel and supplies to work site; operate various hand and power tools; operate heavy equipment and electronic locating equipment; perform skilled level functions related to specific directional drilling and/or pipe bursting equipment and conventional open cut installations
- Assist in locating, tracking, and guiding drill head during directional drilling operations
- Provide construction support for other city departments and divisions
- Perform semi-skilled level facilities maintenance and cleaning
- Perform other work as assigned

## 3. **Wastewater Collection:**

- Assist in the repair, maintenance, replacement, and installation of wastewater mains, laterals, manholes, force mains, ARV valves, backwater devices, and sanitary clean-outs
- Assist with collection system trouble shoot investigations, including customer complaints/concerns responses
- Assist in traffic control including setting up and maintaining traffic control devices
- Assist in setting up and maintaining bypass and dewatering pumps
- Repair, replace, and make adjustments to manhole frame/covers
- Operate motor vehicles to transport personnel, equipment, and supplies to and from work site
- Operate various hand and power tools, including light and heavy equipment
- Perform routine safety inspections on vehicles, tools, and equipment
- Performs other work as assigned

## **QUALIFICATIONS AND REQUIREMENTS:**

- Utility Service Worker I: High School Diploma or G.E.D.; supplemented by 6 months of general maintenance experience
- Utility Service Worker II: All requirements for Utility Service Worker 1 in addition to at least one of the following: a Florida State Water Distribution Class 3 License, Wastewater Collection “C” certification, Water plant “C” license, or CDL “B” license
- Utility Service Worker III: All requirements of Utility Service Worker 1 in addition to a CDL license and one of the following:
  - Florida State Water Distribution Class 3 License
  - Wastewater Collection “C” certification
  - Water plant “C” license
- Employee must attain their CDL tanker endorsement within 3-months

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to prepare and maintain simple records; follow oral and written directions; work independently; and complete assignments
- Must be able to learn the appropriate operation of equipment

## **OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to locate leaks, stoppages and malfunctions in water and wastewater lines and related equipment; ability to operate hand machinery used in the installation of water/wastewater lines
- Ability to establish and maintain effective relationships with fellow employees; ability to understand and follow oral and written instructions
- Ability learn to operate hand tools used in installation and maintenance of underground utilities during directional drilling, pipe bursting and standard construction practices
- Ability to comprehend occupational hazards and safety precautions of the work
- Ability to comprehend specific equipment and specialized tools for the installation of new water and wastewater mains and related appurtenances and be skilled in the use of light equipment and hand and power tools
- Required to take on-call duty on rotating basis for after-hours emergencies and services after probation period
- Ability to comprehend methods and materials utilized in the installation and maintenance of a water distribution and wastewater utility system; knowledge of specific means and methods related to directional drilling and/or pipe bursting
- Ability to comprehend practices and materials utilized in the installation and maintenance of water utility system
- Ability to comprehend occupational hazards and safety precautions of the work
- Ability to locate leaks, stoppages and malfunctions in water lines and related equipment
- Ability to operate heavy hand machinery used in the maintenance of water lines
- Ability to establish and maintain effective relationships with fellow employees
- Ability to understand and follow oral and written instructions
- Skill in the use of light and heavy equipment and hand and power tools
- Required to take call duty on rotating basis for after hour's emergencies and services
- Ability to calculate pump running time and record data
- Ability to inspect pumping station equipment, troubleshoot and correct malfunctions
- Ability to use and understand voltage and amperage meters
- Ability to climb ladders and work in enclosed below ground level areas
- Ability to comprehend pumping stations and related equipment
- Ability to comprehend occupational hazards and safety precautions of the work
- Ability to understand and follow oral and written instructions
- Ability to tow / maneuver small and medium sized trailers

## **PHYSICAL DEMANDS:**

- Tasks may require frequent exposure to adverse environmental conditions including inclement weather, sun, extreme temperatures, odors, dirt and dust, loud noises, and hazardous chemicals, etc.
- Occasional heavy work requiring the exertion of 100 pounds of force, up to 50 pounds of force frequently and up to 20 pounds of force constantly to lift, carry, push, pull and reposition objects
- Ability to ascend/descend stairs, scaffolds, and ladders
- Ability to traverse about a variety of city job sites with reasonable accommodation
- Ability to position oneself to work in confined spaces
- Ability to manipulate objects, demonstrate small, precise movements, and operate necessary equipment such as hand, power, and small engine tools repetitively or continuously
- Tasks require the manipulation of objects and demonstration of small, precise movements, the ability to detect and distinguish various features of one's surroundings, and the ability to effectively communicate and exchange information with others

Employment Applications for the City of Avon Park must be filled out in entirety.

Applications can be found at [www.avonpark.cc](http://www.avonpark.cc)

The City of Avon Park is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran.

Preference will be given to preference-eligible veterans in accordance with applicable law.