

DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate the jobs functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned". In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.

SOUTH MARTIN REGIONAL UTILITY
-DISTRIBUTION & COLLECTION TECHNICIAN I-

DEPARTMENT: SMRU Infrastructure Division **CLASSIFICATION:** Full-time

FLSA DESIGNATION: Hourly / Non-Exempt **APPROVED:** MV

REPORTING RELATIONSHIPS

Position Reports to: D & C Foreman

Positions Supervised: None

DISTINGUISHING FEATURES OF THE POSITION

The D & C Technician I is responsible for carrying out the planned, manual-type labor in the operation, construction and maintenance of the distribution (water) and collection (sanitary sewer) systems' infrastructure division. The work requires some independent judgment to accomplish the goals and objectives set by the D & C Foreman. The D & C Technician I works under the direction of the D & C Foreman and work is reviewed through reports and results achieved.

DUTIES & RESPONSIBILITIES

- Receives and understands daily work assignments and instructions, whether oral or written.
- Assists in Division field operations, construction and maintenance, including above and below ground pipelines, pumping stations and auxiliary equipment in particular.
- Assists in Division maintenance of equipment.
- Assists in providing utility locates.
- Performs underground utility locates.
- Cleans and disinfects spill sites.
- Locates and exercises valves; flushes and maintains fire hydrants and blow-offs.
- Sets and changes out meters & hydrant meters.
- Gathers system data, sets pressure recorders, observes and participates in pressure tests; potholes for location and vertical elevations.
- Performs leak detection and leak prevention.
- Conveys customer complaints and comments to Customer Service office.
- Recommends purchase of parts and materials for the D & C Division maintenance and repairs.
- Assists in maintaining an inventory of all parts and materials necessary for maintenance and repair of equipment.
- Performs mechanic duties when necessary.
- Participates in continuing training and certification for all phases of distribution and collection equipment and systems.

- May substitute for and temporarily perform the duties of other D & C Technicians in their absence.
- Assists in Utility preparations for severe storms, hurricanes and other emergencies.
- Assists in post-storm damage assessment, clean-up and repair.
- Attends meetings as requested.
- Shares recommendations with Supervisor on ways to improve maintenance and extend the life of the Utility's capital equipment, infrastructure, and services.
- Shares recommendations with Supervisor on ways to improve services and existing procedures, policies and programs.
- Works with D & C Foreman to encourage and improve Utility operations, decrease liabilities, and improve service.
- Will be required to work all shifts including weekends, holidays, evenings and 24-hour emergency on-call.
- May assume or be assigned other duties as necessary.

EDUCATION / CERTIFICATION / TRAINING:

- High School Diploma or equivalent education required.
- Wastewater Collection level "3" Voluntary Certification or ability to obtain within one year.
- Water Distribution level "3" or higher Certification or ability to obtain within one year.
- Preferred: Some advanced educational training in utilities operations, facilities management, hydraulics and other fields related to the responsibilities of this position. Combinations of experience and education that meet the minimum requirements may be substituted.
- Valid Florida Driver's License required.

EXPERIENCE

- Minimum of one (1) year work experience in a similar position and / or organization required.
- Other combinations of experience and education that meet the minimum requirement may be substituted.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate, including both basic writing and verbal communication skills to effectively deal with members of the public, especially utility customers.
- Basic organizational skills to effectively implement supervisory direction and changes in policies when given.
- Knowledge of the materials, methods, practices and equipment of utility field operations such as basic construction, maintenance, repair of water and wastewater lines, mechanical maintenance, pump maintenance, automotive fleets/building and facilities maintenance and safety practices.

- Knowledge of hazardous chemical handling and proper emergency response and mitigation to exposure by inhalation, ingestion, or penetration.
- Knowledge of confined space entry.
- Ability to tow and operate heavy equipment is preferred. Ability to operate a boom truck or crane is preferred. Ability to operate a backhoe is preferred.
- Able to effectively deal with people under stress.
- Ability to carry out basic instructions to deal with problems that may arise.
- Ability to handle a variety of issues and timelines and determine best courses of action in various circumstances.

WORKING CONDITIONS

Potential for hazardous or unpleasant conditions exist. Work is predominantly outside in So. Florida weather with its extreme summer heat, rain, and often, tropical-force rain, winds and flooding. May work with, or near chemicals (toxic and/or caustic). This position may be exposed to very loud noises, potential mechanical and electrical hazards and hazardous confined spaces.

PHYSICAL DEMANDS

- Typically requires utilize arms, hands and feet to walk, stand, reach, bend, squat, stoop, twist, kneel, climb ladders, and shovel dirt/sand/rock. pushing and /or pulling; must have sufficient strength and manual dexterity (moving more than one of your limbs simultaneously) to operate power equipment; must be able to lift up to 50 pounds and carry for short distances and perform various types of manual labor.
- Ability to work for long periods of time, walking & standing at least 75% of the time.
- Very Heavy Work – Exerts 50 to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or excess of 20 pounds of force constantly to move objects, such as removing manhole covers and lifting/moving maintenance equipment.
- Visual Acuity (which may be corrected) to read small print to prepare and inspect written documents or work products labels, instruction manuals or operate machinery and effectively perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds/placards.
- Hearing Acuity (which may be corrected) the ability to perceives speech and other environmental sounds at normal loudness levels and tolerate exposure to noisy conditions.
- Upper Body Mobility: Use hands and fingers to feel, grasp and manipulate small objects; manipulate fingers, twist and bend at wrists and elbows; extend arms to reach outward and upwards; use hands and arms to lift objects; turn, raise, and lower head.
- Ability to perform tasks requiring physical strength and endurance occasionally under adverse weather conditions.
- Ability to effectively rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency and make operational decisions.