

<b>JOB TITLE:</b>	<b>DISTRIBUTION &amp; COLLECTIONS OPERATOR</b>		
<b>Reports to:</b>	Assistant Operations Manager		
<b>Department/Group:</b>	Water / Wastewater	<b>Job Status:</b>	Non-Exempt
<b>Location:</b>	Ocala, Florida	<b>Travel Required:</b>	No
<b>Applications Accepted By:</b>			
<b>FAX:</b> <b>352-414-5461</b> Subject Line: Job Vacancy <b>Attention:</b> HR Department <b>RE:</b> Job Title	<b>MAIL:</b> Bay Laurel Center CDD Attn: HR Department 9850 SW 84 <sup>th</sup> CT, Suite 400 Ocala, FL 34481	<b>PHYSICAL DROP LOCATION:</b> Bay Laurel Center CDD Attn: HR Department 9850 SW 84 <sup>th</sup> CT, Suite 400 Ocala, FL 34481	
<b><u>MAJOR FUNCTIONS</u></b>			
Advanced skill work in maintenance and repair of water/wastewater treatment system equipment, machinery, lift stations, distribution/collections, water meters, water lines and mains, servicing water lines and other facilities.			
<b><u>JOB DESCRIPTION:</u></b>			
<b><u>ESSENTIAL FUNCTIONS</u></b>			
<p>THESE ESSENTIAL JOB FUNCTIONS ARE NOT TO BE CONSTRUED AS AN ALL-INCLUSIVE STATEMENT OF ALL DUTIES PERFORMED. INDIVIDUALS MAY BE REQUIRED TO PERFORM OTHER JOB RELATED MARGINAL DUTIES AS ASSIGNED, INCLUDING WORKING IN OTHER FUNCTIONAL AREAS TO COVER ABSENCES OR RELIEF TO BALANCE THE EXISTING WORK LOAD BETWEEN STAFF. INDIVIDUALS ARE REQUIRED TO REPORT TO WORK AT THE APPOINTED HOUR, AS SCHEDULED, AND WORK THE ENTIRE ASSIGNED SHIFT.</p>			
<b><u>DISTRIBUTION &amp; COLLECTION OPERATOR</u></b>			
<ul style="list-style-type: none"> <li>• Performs all phases of construction, maintenance and repair of water and wastewater systems as required to ensure system reliability. May work in conjunction with other works or independently without direct supervision.</li> <li>• Perform installation, repair or replacement of meter boxes and meters.</li> <li>• Participates in the monthly reading of the water meters.</li> <li>• Performs advanced mechanical and technical work on pressurized lines including testing newly constructed service lines.</li> <li>• Installs, maintains and troubleshoots water and wastewater equipment such as backflow devices, fire hydrants, manholes, meter systems, valves, and other associated water and wastewater equipment.</li> <li>• Performs basic water and sewer line installations and repairs and checks for low water pressure.</li> <li>• Assist in troubleshooting lift stations and help make limited necessary electrical repairs.</li> </ul>			

- Assist in performing scheduled preventative maintenance and routine cleaning as required.
- Assist in repairs of water/wastewater treatment system equipment, machinery, and transmission/distribution/collection lines.
- Maintains accurate records of repairs and maintenance.
- Provides locates for water and sewer lines.
- May operate and maintain heavy construction equipment, including backhoes, cranes, fork lifts and other associated water and wastewater equipment.
- Responds to customer inquiries and complaints.
- Calibrates instruments as required by operating permit from DEP and Florida Administrative Code.
- Operates power tools and all necessary equipment involving painting and masonry work, as assigned.
- Involves possible exposure to toxic chemicals, fumes, or particles and/or blood, body fluids or tissues through contact with injured workers and collection system components.
- Participates in the selection, use and placement of traffic control and job site protection systems including non-entry rescue equipment, trench safety devices, ventilation systems, and materials handling equipment.
- Assists an operator, as required or instructed.
- Able to perform data entry into work orders or on a computer or tablet.
- Instructs and trains other personnel in safety and preventative and corrective maintenance.
- Works a rotating twenty-four hour, seven-day on-call shift for emergency coverage and may be called to assist with repairs to assist water and wastewater operators.

**Non-Essential Job Functions**

- Performs general custodial work to keep work area clean and orderly.
- May assist in cross training of other plant and field personnel.
- Provides first aid and cardiopulmonary resuscitation (CPR) in emergency situations.
- Attends training and continuing education sessions.
- May be required to transport, mix, handle or use hazardous materials (other than cans of gasoline, batteries, pumping fuel or access to normal janitorial cleaning materials) or may be responsible for facilities or equipment carrying current, fluids or gas that could endanger the public or other employees.
- Performs other related duties as assigned.

**CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public, third parties, and other District employees. Individuals are expected to be professional and courteous at all times. Service is provided in person or by phone contact.

**SUPERVISION**

This position is to report directly to the Asst. Operations Manager. This position has no supervisory responsibility at entry level. Individuals classified as a higher operator level may be requested in the absence of the previous stated manager to fill in and help achieve the District's goals in daily operations and incur supervisory responsibilities. Provides continual work guidance, review of work product, and resolution of work problems.

**REQUIREMENTS PERTAINING TO EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS**

(A comparable amount of training, education, or experience can be substituted in lieu of certain minimum qualifications)

**DISTRIBUTION & COLLECTION OPERATOR**

Distribution & Collections Operator	Distribution & Collections Operator I	Distribution & Collections Operator II	Distribution & Collections Operator III
Accredited high school diploma <b>OR</b> possession of an acceptable equivalency diploma	Required	Required	Required
Valid Florida driver's license	Required	Required	Required
American Red Cross CPR/First Aid Certificate	Required	Required	Required
Base required license/certification	<p>Must have completed the following training within 12 months:</p> <ul style="list-style-type: none"> <li>• Hydrants</li> <li>• Field Programs</li> <li>• Locates</li> <li>• Backflow</li> <li>• Meters</li> <li>• Lift Stations</li> <li>• Heavy Equipment</li> </ul>	<p>1.) A Level 3 or 2 certificate in water distribution systems issued by the Florida Department of Environmental Protection <b>OR</b></p> <p>2.) Class "C" water treatment plant operator issued by the Florida Department of Environmental Protection <b>OR</b></p> <p>3.) Wastewater collection system operation as approved by the District <b>OR</b></p> <p>4.) Class "C" wastewater treatment plant operator issued by the Florida Department of Environmental Protection. <b>OR</b></p> <p>5.) Acting in the capacity of Lift Station Mechanic or District Safety Officer.</p>	<p>1.) A Level 1 certificate in water distribution systems issued by the Florida Department of Environmental Protection <b>AND</b> wastewater collection system operation as approved by the District <b>OR</b> 2.) Dual certification in water and wastewater treatment plant operations, Class "C" or higher, as issued by the Florida Department of Environmental Protection. <b>OR</b></p> <p>3.) Advanced certification in water treatment plant operations, Class "B" or higher, as issued by the Florida Department of Environmental Protection. <b>OR</b></p> <p>4.) Class "C" wastewater treatment plant operator issued by the Florida Department of Environmental Protection <b>AND</b> a Level 1</p>

			certificate in water distribution systems issued by the Florida Department of Environmental Protection
Total license/certifications	0	1	2
Preferred Additional Certifications	<ul style="list-style-type: none"> <li>• Backflow Tester</li> <li>• Backflow Repair</li> </ul>	<ul style="list-style-type: none"> <li>• Backflow Tester</li> <li>• Backflow Repair</li> </ul>	<ul style="list-style-type: none"> <li>• Backflow Tester</li> <li>• Backflow Repair</li> </ul>
Experience (years)	0-1	1-2	2-3

**PHYSICAL DEMANDS**

- Periodically be required to sit, climb, balance, stoop, kneel, crouch, or crawl.
- Regularly be required to stand, walk, and drive.
- Work requires physical strength and agility sufficient to safely perform all essential job functions including the ability to occasionally lift, carry, push, or pull 50 pounds without assistance.
- Special vision requirements (with or without correction) are close, distance, depth perception, peripheral vision, ability to focus and distinguish color.
- Frequent use of hands to handle or feel.
- Ability to verbally communicate with others.
- Acceptable hearing (with or without hearing aid).
- Must have ability to smell and detect odors that could be associated with the job.
- If cross training with the Treatment Plant Operators, employees could work with the use of a respiratory protection including self-contained breathing units in compliance with Occupational Health and Safety Administration (OSHA) regulations. In this event, the employees would be required to pass these testing's on an annual basis. In this event, the use of respiratory protective equipment may require the employee to be clean-shaven.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

**ENVIRONMENTAL CONDITIONS**

The work environment characteristics described below are representative of those an employee may encounter while performing the essential functions of their job:

- Works inside office/laboratory conditions.
- Periodically exposed to wet or humid conditions causing the working environment to develop uneven and slippery working surfaces.
- Works outside in various weather conditions to include extreme heat or extreme cold temperatures.

- Susceptible to various odor, fumes or airborne particles.
- Exposed to moving mechanical parts.
- Will require exposure to hazardous conditions and toxic chemicals.
- Work may require exposure to prolonged high noise levels.
- Risk of exposure to electrical shock and vibration.
- Occasionally works in high precarious places such as the elevated levels both inside and outside of storage tanks.
- Works in confined spaces in compliance with Occupational Health and Safety Administration (OSHA) regulations.

#### **JOB SKILLS AND MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The following are requirements representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to maintain routine distributions and collection records.
- Ability to conduct presentations, tours, and training for education, safety and operations.
- Ability to effectively present information and respond to questions of managers, clients, customers and the general public both orally and in writing.
- Ability to establish and maintain an effective working relationship with supervisors, co-workers, residents, officials and the general public.
- Ability to cross train and instruct personnel.

#### **Mathematical Skills**

- Ability to calculate figures and amounts such as percentages, area, volume, circumference and proportions.
- Ability to apply concepts of basic algebra and geometry.

#### **Problem Solving Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form.
- Able to resolve problems involving several concrete variables in standardized situations.
- Ability to analyze plant equipment, tools, material and lift station problems and take corrective action.
- Ability to assist in the implementation of work plans and programs.

#### **Specialized Skills**

- Working familiarity with local, state and federal regulations governing water treatment and wastewater treatment operations.

- Possess a basic knowledge and understanding of cleaning, maintenance, safe working practices, mechanical, electrical, and hydraulic principles for water and/or wastewater plant operations.
- Demonstrated pump-mechanical aptitude; ability to inspect machinery and other equipment in operations and the ability to detect flaws and malfunctions in operations.
- Must exercise good judgment regarding use of equipment, tools and materials.
- Ability to read meters, charts and other information related to the field accurately, to document and maintain records, and to perform chemical and mathematical equations and analysis accurately.
- Must be motivated self-starter and take initiative with completion of projects prior to being assigned.
- Ability to assist in the implementation of work plans, programs and procedures.
- Considerable knowledge of Department of Transportation (DOT) rules and regulations on operation of construction equipment on roadways.
- Knowledge of Occupational Safety and Health Administration (OSHA) rules and regulations.
- Ability to read, understand and work from engineering maps, drawings, blueprints, and sketches.
- Ability to remain calm in stressful situations.
- Ability to work rotating holidays and emergency call outs.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needs, and considering larger organization or team goals rather than individual concerns, including but not limited to the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **Machines and Equipment**

Employee will be required to be proficient in utilizing and operating the following equipment to perform his/her job satisfactory:

- Computer and various office equipment (telephone, calculator, etc.)
- Standard trade tools (both hand held and electrical)
- Various meters, volt meters, pumps and analyzers
- Weight scales, drying oven, microscope and other laboratory equipment
- Blower
- Will operate and maintain heavy construction equipment, including backhoes, cranes, fork lifts and other associated water and wastewater equipment.
- Motor Vehicle

#### **Additional Notes:**

- Pre-employment medical examination required to include satisfactory drug screening.
- Due to the nature of the industry, optional Hep B vaccination series is offered.
- Employee could work with the use of a respiratory protection including self-contained breathing units in compliance with Occupational Health and Safety Administration (OSHA) regulations. In this event, he/she would be required to pass these testing's on an annual basis. In this event, the use of respiratory protective equipment may require the employee to be clean-shaven.

**ACKNOWLEDGEMENT OF JOB DESCRIPTION**

Acknowledgment and receipt of said job description, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

Employee is being hired / transferred for the position of **Distribution & Collections Operator (Level)** \_\_\_\_\_.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

DFWP/EOC/ADA

Reviewed By:	Crystal House, Office Manager	Approved By:	Crystal House
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