

JOB TITLE:	DISTRIBUTION AND COLLECTIONS MANAGER		
Reports to:	Assistant Utility Director		
Department/Group:	Water / Wastewater	Job Status:	Non-Exempt
Location:	Ocala, Florida	Travel Required:	Yes
<u>MAJOR FUNCTIONS</u>			
Advanced skill work in the supervision of the installations, operation, maintenance and repair of new and existing lift stations, water distribution systems, wastewater collection systems and water and wastewater effluent disposal systems.			
<u>JOB DESCRIPTION:</u>			
<u>ESSENTIAL FUNCTIONS</u>			
<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>			
<u>DISTRIBUTION AND COLLECTIONS MANAGER</u>			
Works at the direction of the Assistant Utility Director to include the following:			
<ul style="list-style-type: none"> • Functions as a team leader and/or lead workers; assigns and ensures completion of tasks; assists in work guidance, reviews work product; resolves work-related problems; and, prepares job and performance evaluations for the distribution and collection operators. • Supervises all the distribution and collection operators and 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. • Responsible for the safety of the other distribution and collection operators and general public. • Supervises and performs installation, repair or replacement of meter boxes and meters. • Participates in the monthly reading of the water meters. • Supervises and performs advanced mechanical and technical work on pressurized lines including testing newly constructed service lines. • 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. • Supervises and performs basic water and sewer line installations and repairs and checks for low water pressure. • Supervises and assists in troubleshooting lift stations and helps by making necessary electrical repairs. • Responsible for ensuring all scheduled preventative maintenance and routine cleaning is completed as required. • Supervises and assists in the repairs of water/wastewater treatment system equipment, machinery, and transmission/distribution/collection lines. • Maintains accurate records of repairs and maintenance. 			

- Supervises and ensures that all locates for District utilities are completed within the time allotted.
- Will operate and maintain heavy construction equipment, including backhoes, cranes, fork lifts and other associated water and wastewater equipment.
- Responds to customer inquiries and concerns in the field.
- 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.
- Supervises and 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.
- Works as a treatment plant operator when required.
- Contacts and coordinates field appointments with other utilities to locate and mark buried facilities in the vicinity of construction work.
- Assists the Assistant Utility Director, as required or instructed.
- Orders necessary equipment and supplies for daily distribution and collection system operations and tracks inventory.
- Reviews equipment use data to prevent or discover equipment failures.
- 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; may be called to assist with repairs or assist operators.
- Acts in the absence of the supervisor.

Non-Essential Job Functions

- Performs general custodial work to keep work area clean and orderly.
- May enter data onto work orders.
- May perform data entry into computer.
- May assist in cross training of other distribution and collections personnel.
- 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.
- Provides first aid and cardiopulmonary resuscitation (CPR) in emergency situations.
- 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 to the Assistant Utility Director. This position has supervisory responsibility for the Distribution and Collection Operators and in the absence of the previous stated manager, the employee will be requested to fill in and help achieve the District’s goals in daily operations. Provides continual work guidance, review of work product, and resolution of work problems.

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.

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

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 AND COLLECTIONS MANAGER

Accredited high school diploma OR possession of an acceptable equivalency diploma	Required
Valid Florida driver’s license	Required
American Red Cross CPR/First Aid Certificate	Required
Base required license/certification	<ul style="list-style-type: none"> • A Level 2 certificate in both water distribution systems issued by the Florida Department of Environmental Protection AND wastewater collection system operation as issued by the Florida Water & Pollution Control Operators Association. OR • Dual certification in water and wastewater treatment plant operations, with an advance certification (Class “B” or higher) in

	either water or wastewater treatment plant operations, as issued by the Florida Department of Environmental Protection.
Additional Required Certifications	<ul style="list-style-type: none"> • Backflow Prevention Assembly Testing • Backflow Repair Certificate
Experience (years)	5

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 and outdoor 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.
- Supervises and 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 effectively present information and respond to questions of managers, clients, customers and the general public both orally and in writing.
- Ability to write reports, business correspondence, and procedure manuals.
- 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 feral regulations governing water treatment and wastewater treatment operations.
- Ability to ensure that other distribution and collection operators are following District policies and procedures.
- 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
- 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.
- Satisfactory pre-employment 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 apparatus's 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, including 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 and Collections Manager**.

Employee Printed Name

Employee Signature

DFWP/EEOC/ADA