



JOB DESCRIPTION

JOB TITLE

Distribution Technician III

DEPARTMENT

UTILITY DEPARTMENT, WATER DIVISION

PAY CLASSIFICATION

T2 - 3

GENERAL PURPOSE

Performs a variety of semi-skilled operational, technical and maintenance work in the water distribution system. Responsible for reading and recording water meter readings and assist in customer service issues.

DIRECT REPORT

Works under the general supervision of the Water Division Manager

ESSENTIAL JOB FUNCTIONS

- Reads and records customer water meter readings and assists in customer service issues.
- Assists in meter replacements and repairs.
- Assists in the operation of the distribution system including valve turning, system repairs and preventive maintenance.

NON ESSENTIAL JOB FUNCTIONS

- All other tasks as requested

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities

- Ability to communicate effectively both orally and in writing.
- Working knowledge of a water system including services, meters, valves, hydrants and piping with the ability to perform repairs as necessary.
- Ability to investigate a variety of situations regarding system operations, meter issues and customer complaints.
- Ability to use a hand-held computer.
- Ability to work overtime and be on call.
- Ability to establish and maintain effective working relationships with other employees and the general public.

EDUCATION/EXPERIENCE

- High school diploma or GED equivalent,
- One (1) year of experience in a water utility or any equivalent combination of education and experience as deemed acceptable.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Must possess a valid State of Florida Driver’s License or ability to obtain within 30 days of hire.
- Must possess a State of Florida Distribution System Operator License – Class III

EQUIPMENT/TOOL KNOWLEDGE

Working knowledge and skills needed in the daily operation and/or testing of water/wastewater tools and equipment which may consist of detection devices, generators, pumps, motors, gauges, hand and power tools, communication devices, computers and misc. office equipment.

PHYSICAL REQUIREMENTS

Position may require physical effort and lifting and/or moving up to 40lbs. Visual acuity (with or without correction), color and depth perception, manual dexterity, sufficient hearing (with or without correction), frequent sitting, standing, or walking for long periods, occasional stooping, kneeling, crouching, or crawling. The physical demands described here are representative of those needed to successfully perform the essential functions of this position.

This position may require working near electrical/moving mechanical components, moderate to high noise levels, wet/humid conditions, high/low places, toxic chemicals, dust and vibration.

The physical requirements and work environment described here may not be a complete representation of what an employee may encounter.

The City of Wildwood, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Wildwood, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job. This job description does not create an employment contract.

Employee Signature: _____ Date: _____

HR Signature: _____ Date: _____