

**CITY OF SOPCHOPPY  
POSITION DESCRIPTION**

**TITLE: DISTRIBUTION TECHNICIAN**

**NON-EXEMPT –Class C**

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**GENERAL DESCRIPTION OF DUTIES**

Performs manual and technical activities within the Public Works Department to include operation and maintenance of light equipment, reading and recording water meter readings, maintenance of water system lines and equipment.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Installs, maintains and repairs water meters
- Repair and maintain water lines
- Service connect and dis-connect
- Daily work orders
- Locate and mark water mains, service lines and valves
- Maintenance and exercising of water valves and fire hydrants
- Flushing of water mains
- Maintenance of well houses, tanks, and other water system equipment
- Read water meters
- Install, repair or replace new water service lines
- Performs other duties as apparent or assigned
- On call for emergency water issues 24/7

**MINIMUM QUALIFICATIONS:**

- High School diploma or GED and at least two years experience with the use of light equipment/power tools.
- Requires a valid Level 3 Distribution license, or the ability to obtain one within eighteen (18) months.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Drivers License
- Level 3 Distribution

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of or ability to become familiar with the geography of the City
- Proficient in the use and maintenance of light equipment and power tools
- Knowledge or ability to learn proper maintenance of heavy equipment such as backhoe, trencher, etc.
- Knowledge of or ability to learn to identify various types of utility sources, such as power, telephone, fiber optics, sewer, water, cable.
- Ability to understand and follow both written and oral instructions
- Ability to interact positively with the public

**PHYSICAL ABILITIES REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB:**

- Use of hands and fingers to handle or feel
- Good vision, hearing and sense of smell
- Exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, heat and cold, noisy and dusty conditions, and working in and with moving objects and moving vehicles
- Must work at heights up to 30 feet above ground level as well as below ground level in ditches.
- Tasks involve the intermittent performance of physically demanding work, typically involving some combination of lifting, pulling, and carrying up to 50 pounds, walking, standing, kneeling, bending, and balancing.