



Englewood Water District

Class Title:	Distribution Level 4
Class Code:	NE020
FLSA:	Non - Exempt
W/C Code:	7280
Salary:	\$17.52 – \$24.38 Hourly \$36,441.60 - \$50,710.40 Annually

Description:

To provide quality customer service and a variety of routine maintenance duties relating to the connection and disconnection of water services; verification of meter reading and maintenance of related records. Assists in the installation and repair of water mains, valves, hydrants, service connections, meters and other appurtenances in accordance with the rules and regulations of Englewood Water District, and in full compliance with Federal and State of Florida laws and regulations governing the distribution of potable water. To provide quality customer service and a variety of routine maintenance duties relating to the connection and disconnection of water services; verification of meter reading and maintenance of related records.

Essential Functions:

- Inspects and assigns meter location codes to new meter installations.
- Performs installation and maintenance of mains, valves, hydrants, and service connections.
- Operates and maintains all motorized equipment.
- Ability to make minor repairs to meters such as; cleaning meter dials, replacing meter glass and broken meter box tops and cleaning meter box of dirt and debris.
- Confirms the accuracy of the meter readings, runs a times check of the meter to determine volume of flow (meter accuracy), checks for leaks and reports findings. Investigates and inspects premises of customers to determine proper billing of accounts (number of living units, auxiliary services, etc.)
- Connects and disconnects water service, takes initial and final meter readings and maintains appropriate records.
- Knowledge of the utility billing system, meter reading route up load and down loads. Working knowledge of Microsoft Office.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

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Continued

Minimum Qualifications:

- High School diploma or GED.
- Possession of and ability to maintain a valid State of Florida Driver's License is required: **ability to Possess and maintain a valid State of Florida Commercial Driver's License (CDL) Class A, with Tanker endorsement is required within the first six (6) months of employment.**

Job Based Competencies:

- Ability to communicate effectively both orally and in writing is required. Ability to keep records and prepare reports with a proficiency in business communications to include: listen, exchange ideas, give and receive feedback, grammar, spelling, sentence construction, preparation of routine reports, forms and routine correspondence.
- Working knowledge of the geographic layout of the District and ability to determine locations from a map.
- Working knowledge of water meter and meter readings.
- Ability to perform minor maintenance on water meters.
- Ability to investigate a variety of situations regarding metering operations and customer complaints.
- Ability to work overtime and/or be on call.
- Ability to establish and maintain effective working relationships with other employees and the public.

The following must be obtained within the first three (3) years of employment:

- Backflow Tester Certification.
- Water Distribution Level 3 License.

Organization Status/Supervisory Responsibilities:

Works under the supervision of the Water Distribution Manager or designated representative.

Physical Requirements:

This is medium work requiring the exertion of 80 pounds of force occasionally and up to 20 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Worker is subject to inside and outside activities with a variety of weather changes, noise, vibrations, job hazards, and atmospheric conditions. Visual acuity is required to operate plant equipment and perform maintenance tasks. Worker is required to hear sufficiently to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.