

# City of Lake City, FL

## Classification Description

**Classification Title: COLLECTION TECHNICIAN I**  
**Department: Distribution and Collections**

**Pay Grade: 1**  
**FLSA Status: Non-Exempt**

### General Description

This position performs highly skilled work related to City's collections system. Work is performed under the general direction of the Distribution & Collections Superintendent or Collection Crew Leader.

### Nature of Work

#### Essential Functions:

- Operates motorized and heavy equipment incidental to completing assignments (trucks, back- hoes, street saws, compactors, generators, valve exercisers, tapping machine, etc. in a safe and efficient manner.
- Participates in such activities as digging trenches for installation, maintenance, repair or replacement of all City owned collections system and their respective components.
- Performs inspections, cleaning and repairs of lift stations.
- Performs the installation, operation, maintenance, repair, or replacement of all respective components of the city's collections system.
- Performs the locating of existing collections system and respective components (i.e. mains, service laterals, manholes, sewer cleanouts, etc.).
- Inspects, repairs, or otherwise replace manholes within collections system.
- Conducts sewer tap.
- Responds to emergency call-outs after hours, weekends, and holidays in order to make the necessary repairs to any section of the collections system or it's respective components (i.e. mains, service laterals, manholes, sewer cleanouts, liftstations. etc.).
- Transports supplies, tools, and other materials as needed to and from job sites.
- May perform concrete finishing duties.
- Assists in lawn maintenance at lift stations & maintenance facility.
- Responds after hours and on holidays for emergency situations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be

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required to perform all duties as assigned.)

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses small office equipment, including copy machines or multi-line telephone systems. Uses or repairs small/light equipment, such as power tools. Uses or repairs heavy or complex machinery and construction equipment.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the operation, maintenance, and repair of collections system and respective components;
- Knowledge of methods, materials, equipment, and techniques used for the maintenance of existing collections system as well as future extensions;
- Skill to use and operate all standard mechanical tools/power tools/heavy equipment (i.e. street saw, tapping machines, locators, back-hoes, excavators etc.); and
- Ability to establish and maintain satisfactory relationships with the general public.

**Minimum Qualifications:** High school graduation or possession of an acceptable equivalency diploma. Must have a valid Florida driver's license. Must obtain a valid Florida Class "B" Commercial Driver's License with a tanker endorsement in one (1) year. Must have the ability to obtain a Class "C" Waste Water Collections Certification within (2) years of employment. Applicants will be required to pass a background check, pre-employment physical and drug screen.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth perception
- Distinguish colors
- Driving
- Climbing, Walking, Standing, Bending
- Tasting, Smelling

**Environmental Conditions:**

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**COLLECTIONS TECHNICIAN I**

- Works inside/outside in various weather conditions such as but not limited to: noise, chemicals, dust, fumes, gases, solvents, grease or oils, slippery surfaces, uneven surfaces, electrical energy, and odors
- Works in roadways where vehicle traffic hazards exist and often utilities are placed
- Because of the exposure to raw sewage, a series of Hepatitis shots must be completed
- Works below ground level where trench boxes may be required /Confined spaces

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

This job description was approved on 12/18/2023 (3 pages)

