

DISTRIBUTION & COLLECTION SYSTEM WORKER

A. POSITION - DISTRIBUTION & COLLECTION SYSTEM WORKER

Responsible to: Field Superintendent

Regular Hours: 7:00 a.m. – 3:00 p.m. and emergency on call basis.

Pay: Hourly

B. GENERAL JOB DESCRIPTION

- Reports directly to the Field Superintendent. Performs all assigned tasks in a safe and professional manner. Responsible for reading meters with accuracy and in a timely manner. Reports all abnormalities regarding the operation and maintenance of meters. Assists maintenance department with repairing leaks, maintaining meters, repair/replace fire hydrants, maintain sewer pump stations, maintains GIWA grounds.

C. EXAMPLES OF DUTIES AND RESPONSIBILITIES (NOT INTENDED TO BE ALL INCLUSIVE)

- Keeps vehicle clean and maintained as set forth in Personnel Manual.
- Deal with the Association's members in a professional and courteous manner.
- Practice good safety habits and report any safety hazards.
- Maintain grounds at the sub-station, maintenance building and lift stations.
- Perform all tasks in a timely and efficient manner.
- Read assigned meters on scheduled days.
- Makes notation if unable to read meter and an estimation is made.
- Report all unusually high or low usage's to the office as soon as possible and note whether meter is running.
- Assists in meter changeouts.
- Clean in and around meter boxes.
- Assists in maintaining lift stations.
- Assists in locating distribution & collection lines for utility contractors.
- Assist plant operators when necessary.
- Assists in repairing water and sewer leaks, new meter installations, etc.
- Perform related duties similar in scope and function as assigned.
- May be called for service during irregular hours.

D. SKILLS REQUIRED

- Knowledge of pipe fitting and meter installations.
- Ability to operate machinery in a safe manner.
- Ability to lift 50 lbs.
- Ability to work in heat.
- Ability to perform assigned tasks with a minimum amount of supervision.
- Knowledge of area streets.
- Ability to calculate usage and ascertain if the meter is accurate.

E. EDUCATION/QUALIFICATIONS

- High school diploma or GED equivalent.
- Previous utility field experience helpful, but not necessary.
- Previous meter reading experience helpful, but not necessary.
- Valid Florida Driver's License.
- Must reside in proximity to GIWA's service area.