

CITY OF SOPCHOPPY

DISTRIBUTION TECHNICIAN VACANCY JOB OPPORTUNITY

The City of Sopchoppy is currently seeking qualified applicants for a full-time Distribution Technician. Applicants must have a high school diploma or GED, possess a level 3 distribution license, or obtain one within 18 months as a condition of continued employment and possess a valid Florida Driver's License.

Application, position description and salary range for this position may be obtained by visiting our website at www.sopchoppy.org or at City of Sopchoppy, 105 Municipal Avenue, Sopchoppy, FL 32358. Drug screening and background check will be required. Applications must be received by **Noon, Monday February 12, 2024**. The starting salary for this position will be based on experience and knowledge based on the position description in the City's Personnel Policy Manual.

The City Commission reserves the right to waive technical irregularities in any submission, to reject any or all applicants for any reason related to the required skills, knowledge or ability requirements and to agree to accept an applicant that in its reasonable opinion would otherwise not meet the minimum requirements if it determines those actions are necessary in furtherance of the best interests of the City.

The City of Sopchoppy, Florida is an Equal Opportunity Employer. It does not discriminate and will not tolerate any discrimination. based on race, nationality or national origin, gender (including gender identity), age or disability, as long as the disability limits the applicant's ability to perform the functions of this job,

In compliance with the Americans with Disabilities Act, the City of Sopchoppy, Florida will provide reasonable accommodations to qualified individuals with disabilities". If you are a person with disabilities who needs reasonable accommodation to participate in this process, please reply to Ashley.Schilling@Sopchoppy.org to arrange the appropriate accommodation.

CITY OF SOPCHOPPY
POSITION DESCRIPTION

TITLE: DISTRIBUTION TECHNICIAN

NON-EXEMPT –Class C

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.

POSITION CLASSIFICATION PLAN

Classification Grades and Salary Schedule

Classification	Recommended Minimum	Recommended Midpoint	Recommended Maximum
A	\$ 32,760.00	\$ 42,588.00	\$ 52,416.00
B	\$ 35,175.00	\$ 45,727.00	\$ 56,280.00
C	\$ 39,900.00	\$ 51,870.00	\$ 63,840.00
D	\$ 44,100.00	\$ 57,330.00	\$ 70,560.00
E	\$ 47,250.00	\$ 61,425.00	\$ 75,600.00
F	\$ 57,750.00	\$ 75,075.00	\$ 92,400.00

Class A Positions

Public Works Technician
 Meter Reader
 Resident Park Manager**

Class B Positions

Utility Billing Clerk
 Maintenance Technician

Class C Positions

Distribution Technician
 Administrative Assistant

Class D Positions

Deputy Clerk
 Senior Public Works Technician

Class E Positions

Plant Operator

Class F Positions

City Clerk
 Public Works Director

**Resident Park Manager receives rent and other amenities in lieu of pay based upon approved contractual agreement.

*Adopted by Resolution 2022-09 on August 8, 2022