

MAJOR FUNCTION

This is supervisory and technical work in the Underground Utilities supervising employees performing pump station operations and the associated mechanical maintenance and repair work required to keep the pump stations fully functioning under normal, renovation, or emergency conditions. The incumbent is responsible for the training and coordination of the assigned workforce with respect to materials, mechanical and motorized equipment. Supervised employees are responsible for the installation, repair and maintenance of mechanical equipment, buildings and grounds at all City wastewater pump stations and auxiliary City mechanical stations, services, or plants. The incumbent uses a Computerized Maintenance Management System (CMMS) to plan, assign, schedule, document, track work, monitor costs, and verify completion of assignments. The Incumbent's work is reviewed by the assigned supervisor of the Pump Station section through reports and observation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, schedules and assigns work tasks for wastewater pump station operation and maintenance personnel engaged in pump station operation, equipment repairs, modifications and installations, including the operation, maintenance, and repair of mechanical equipment for buildings and grounds adjacent to the pump stations and auxiliary City mechanical stations, services, or plants. Interfaces with the public as needed to ensure proper equipment or systems operation. Prepares and maintains records of time, work orders, preventative maintenance and other records using a CMMS for personnel and equipment used in the pump stations and wastewater treatment plant preventive and mechanical maintenance sections. Reviews all work orders, supports prioritization of work, and assigns to appropriate personnel. Checks progress of work, providing oversight and direction, as needed and inspects work after completion by assigned staff. Drives COT vehicles to travel between, inspect and support work areas. Assigns, tracks, and processes Mobile Work Management tickets. Supports Advanced Wastewater Treatment, Asset Management Program (AMP), Environmental Management System (EMS), and Occupational Safety & Health Association (OSHA) related functions. Provides input for Startigic Planning program needs and goals. Ensures that work environment is maintained in clean and orderly state, based on OSHA and EMS standards. Ensures that staff follows regulatory and safety compliance guidelines pertaining to wastewater collections, wastewater treatment, and EMS standards. Supervises and/or participates in setting up and maintaining a regular preventative and predictive maintenance program, including troubleshooting, equipment repair, and lubrication. Ensures all safety procedures are adhered to. Recommends section, advancement, transfer, discipline, dismissal and grievance adjustment for supervised staff. Conducts performance reviews in accordance with set schedules and as necessary, recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Obtains competitive prices and coordinates parts orders and supplies used to maintain mechanical equipment, buildings and grounds. Supervises and/or participates in minor plumbing, wiring, carpentry, masonry projects, painting and corrosion control of buildings, landscaping and groundskeeping. Provides input for preparation of the budget and monitors labor and repair costs, making reports as required by management. Plans, organizes, and oversees the maintenance of the workshop, tools, equipment and supplies. Attends design meetings to review drawings for new stations or shops. Recommends, initiates, develops, and ensures training opportunities for supervised staff and coordinates staff's attendance at same to insure uninterrupted work flow. Will attend and support on-call and overtime needs to emergencies utilizing, and possibly driving, trucks, trailers, generators, and so on. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of pump station/lift station methods, operating rules and equipment used in their construction, operation, and maintenance; and other types and use of public works equipment relating to general construction and maintenance. Considerable knowledge of effective supervisory techniques such as delegation, empowerment, scheduling, conflict resolution, rewarding, technical assignment, communication by meetings and documentation, training and coaching skills, and buy-in to change. Efficient and effective documentation practices and skills sets. Knowledge of the special operating characteristics and maintenance requirements of pumping stations in particular and wastewater in general. Ability to plan, schedule and supervise personnel and equipment. Ability to establish and maintain effective working relationships, as necessitated by the work. Ability to understand and transmit oral and written instructions and to read working diagrams, sketches and simple blueprints. Efficient and effective documentation practices with the ability to keep records and prepare reports. Physical strength and agility sufficient to work out of doors, occasionally under adverse weather conditions. Skill in the use of micro-computers and the related programs and applications necessary to successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of skilled level experience in construction or maintenance in wastewater, sewer, water, electric or other public works or another closely related area, including at least six months experience serving as a lead worker on a crew or as crew leader. Directly related experience may be substituted on a year-for-year basis for the required education.

Necessary Special Requirements

Must possess a valid state Class A Commercial Driver's License and appropriate endorsement(s) at the time of appointment.

Must obtain the Florida Department of Transportation Intermediate Maintenance of Traffic certification within six months of initial appointment and maintain certification as a condition of continued employment in the position.

Established: 05-07-11