

**MAJOR FUNCTION**

This is responsible administrative and supervisory work in planning, coordinating and directing the construction, maintenance and repair of municipal water distribution and wastewater collection systems and other public infrastructure. Incumbents are required to routinely apply extensive knowledge of the City's water distribution and wastewater collection systems and infrastructure in planning, developing and implementing a wide variety of construction and maintenance projects. Work involves contact with private contractors, engineers, consultants, manufacturers, other City employees, other governmental agencies and the public. Work is performed under the general administrative direction of the Manager-Underground Utilities Construction & Operations with considerable latitude for the use of independent judgment and selection of work methods and procedures. Work is reviewed through reports, results, inspections and conferences

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**

Essential Duties

Plans, organizes, directs and inspects the work of subordinates assigned to the water distribution and wastewater collection systems (including operation, maintenance, repair, construction, and meters and taps) and other public infrastructure. Ensures achievement of goals, objectives, work plans, and schedules approved by management for assigned area(s). Assists in developing and then implements long and short term plans and operating policies and procedures to ensure cost efficient and effective operations that comply with applicable Federal, State, and local laws, rules and regulations. Assists supervisor with the preparation and monitoring of annual maintenance and five-year capital improvement plans. Establishes standard operating procedures for water distribution, wastewater collection system and public infrastructure maintenance activities. Receives, investigates and resolves complaints from the public regarding specific wastewater collection, water distribution system and public infrastructure problems. Responds in emergencies and takes personal responsibility for proper remedial measures in situations involving unusual difficulty or danger or to augment and support line and lift station maintenance crews. Directs special construction and maintenance activities using assigned staff. Participates in the generation of preliminary technical sketches, drawings or material specifications and other necessary support documentation required to construct or facilitate construction of assigned projects. Provides comprehensive administration of construction projects. Provides technical assistance and advice to supervised staff on difficult or unusual construction/maintenance problems, methods or materials. Promotes a safety program for all employees and sub-contractors. Ensures compliance with the division's regulatory measures. Directs the collection of field data relating to the preparation of cost estimates for system construction and maintenance projects; checks and approves time and material estimates. Assists with meeting permitting and environmental requirements in assigned area(s). Coordinates with other City departments/divisions projects, studies, contracts, and activities that involve and impact assigned work area(s). Assists with the development and implementation of a work process improvement program. Recommends the selection, transfer, promotion, grievance adjustment, discipline and discharge of subordinates. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

Other Important Duties

Prepares correspondence, memoranda, agenda items, and reports. Serves on intra-department boards and committees. Ensures opportunities for assigned staff to receive cross training. Performs related work as required.

**DESIRABLE QUALIFICATIONS**

Knowledge, Abilities and Skills

Thorough knowledge of materials, equipment, technology, methods and standards of construction and maintenance for water distribution and wastewater collection systems and other public infrastructure. Thorough knowledge of administrative procedures and reporting requirements of applicable federal, state and local regulatory agencies. Thorough knowledge regarding the maintenance, operation, testing, disinfection and placing on-line of water and wastewater utilities and related pumping, storage, treatment and production well construction and operation. Knowledge of computer hardware and software used in data collection, reporting and system networking. Functional knowledge of the use and application of Geographic Information Systems (GIS), Global Positioning Systems (GPS) and Mobile Work Management Systems (MWMS), as are applicable to wastewater collection and water distribution utility system and public infrastructure operations. Ability to plan, organize, direct and train employees in a manner conducive to full performance and high morale. Ability to read and interpret plans and specifications for materials and techniques used in the maintenance and rehabilitation of wastewater collection and water distribution systems and the City's public infrastructure. Ability to work with and for the general public. Ability to write clear and concise technical or administrative reports. Ability to make oral presentations to management and subordinates, as applicable. Ability to establish and maintain effective working relationships, as necessitated by the work. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the associated programs, applications and databases necessary for successful performance of administrative tasks.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and any combination of eight years of technical field experience in water distribution, wastewater gravity collection systems, lift stations, force main operation and maintenance or other public infrastructure construction and maintenance. A two-year degree may substitute for two years of the required experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license.

Must possess, at the time of application, and maintain a valid Water Distribution System Operator Level I license in accordance with the Florida Department of Environmental Protection regulations or a valid Wastewater Collection Class A license, as is designated for the position, as a condition of continued employment.

Established: 03-27-10  
01-07-11  
07-09-16