

**MAJOR FUNCTION**

This is responsible technical, administrative, and supervisory work involving construction and/or maintenance activities in a utility function such as gas, water, sewer, streets or drainage. Employees are responsible for coordinating and supervising maintenance or construction crews and managing budget, equipment and other resources. All work is performed under technical direction, but employees are expected to supervise work assigned with a minimum of direction.

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

Supervises public works and highway operations. Supervises the building of new, and reconstruction of old streets and roads. Makes frequent inspections of streets to determine maintenance needs of surface, shoulders, structure and drainage facilities. Assigns employees to make such repairs. Makes reports of major deficiencies to superiors. Supervises crews building, rebuilding, oiling, and re-oiling roads to ensure work is proceeding according to plans and to resolve any problems. Supervises the closed circuit television sewer inspection and seal units. Supervises the cleaning of all existing sewer lines, and the repair of broken or damaged pipe or manholes. Supervises and trains employees in preventive maintenance and routine maintenance on all sewage system equipment, such as changing oil, filters, cable splicers, camera repair, preventive work, etc. Visually inspects and smoke tests sewers and inspects easements for missing covers, cave-ins, breaks, in-flow or damage. Supervises the cleaning, maintenance and modification of sewer lines and collection systems. Supervises the continuous operation of the pumping lift stations within the City. Supervises repair and unplugging of collection lines, operation and maintenance of all lift stations. Responsible for the installation of lateral lines, sanitary sewers and immediate repair when problems occur. Schedules and implements the maintenance and installation of taps for new customers. Plans, organizes, schedules, coordinates and supervises all activities associated with the operation, maintenance, and repair of all equipment used in the Water Utility spray field operation, including field maintenance activities such as mowing, landscaping, fence repairs, and facility road maintenance. Develops and executes programs to coordinate scheduled landscape services and projects at the wastewater treatment plants, pump stations, and water wells and administers associated contracts. Supervises the maintenance, construction and repair of gas systems and lines, laying new mains; building new regulating stations, metering stations and corrosion protection. May operate peak shaving plant as required. Works with the public to resolve problems with gas service. Checks on gas service to be disconnected. May run cathodic protection truck. Plans and organizes the various activities to insure efficient productive maintenance and service. Directs the maintenance and service activities in various sections. Performs technical service functions within capabilities in various sections. Plans, organizes and supervises the work of employees in the maintenance of parks, recreation facilities, grounds, sports fields, recreational areas, and other City properties. Determines requirements for materials, equipment and personnel, and insures an adequate flow of materials to sections for timely work completion. May supervise maintenance and repair of equipment. Schedules workflow to all sections for greatest utilization of man-hours. Develops, improves and implements work procedures to meet job orders and work order requests. Coordinates work requests with other City sections. Serves as supervisor on all personnel matters within the area. Recommends corrective action to resolve technical and personnel problems. Performs maintenance work in several craft areas as required. Coordinates and supervises street sweeping program and manages budget. Maintains and updates inventory records of City streets. Publishes an index of City streets. Documents and maintains accurate records and charts. Supervises the installation and maintenance of landscaped roadways within the City. Recommends the hiring, advancement, transfer, grievance resolution, discipline and dismissal of assigned employees. Completes performance planning and evaluation

forms and recommends the approval or disapproval of merit increases. Performs related work as required.

#### Other Important Duties

Assist in preparing annual budget. Insures adequate transportation and equipment for all assigned personnel. Keeps abreast of information and technological advancements in areas directly related to work responsibilities. Promotes cooperation and customer service in area(s) of responsibility. Coordinates staff attendance at developmental and training activities provided by the City. Performs related work as required.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge, Abilities and Skills

Considerable knowledge of the methods, operating rules and equipment of construction and/or building maintenance and/or maintenance, cleaning and construction of sewer lines and systems and general repair work. Considerable knowledge of the standards, practices, methods, materials, tools, and machines found in various trades. Considerable knowledge of supervisory techniques. Good knowledge of safety procedures and safety operating methods. Knowledge of the operating characteristics and maintenance requirements of various equipment. Ability to understand and transmit oral and written instructions. Ability to read working diagrams, sketches, and blueprints. Ability to keep records, make oral and written reports, and perform special assignments. Special strength and agility to work out of doors. Ability to analyze cost and time records, and to improve operating procedures. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

#### Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and five years of experience...\*(see necessary special requirement for specific experience), or an equivalent combination of training and experience, one year of which must have been in a supervisory capacity;.

\*Water Collection and Distribution –“...that includes the construction and maintenance of water and wastewater systems; mains, taps, meters, or back –flow prevention devices.”

\*Water & Sewer Construction -"...that includes the construction of water and/or sanitary sewers and their appurtenances."

\*Water & Sewer Repairs -"...that includes the construction or repair of water distribution distributions system, sanitary sewer gravity and force mains, pumping stations; and in locating and marking the location of water and sanitary sewers and appurtenances thereto."

\*Water and Wastewater Maintenance--"...that includes cleaning, rodding, flushing, repairing, and otherwise maintaining water and sanitary sewers; and in locating and marking the location of water and sanitary sewer and appurtenances thereto."

\*Water and Wastewater Service -"...that includes the inspection, construction, tap installations and/or repair of water and sanitary sewers and their appurtenances."

\*Pumping Station -"...that includes the operation, maintenance and repair of sewage pumping stations, including pumps, motors, electrical and electronic controls, valves, piping and appurtenances."

\*Wastewater Treatment–Southeast Farm” - that includes the operation, maintenance, and repair of equipment used in irrigation and/or landscape/tree/lawn maintenance programs.

Wastewater Treatment Maintenance –“ that includes the coordination of all activities associated with completing work requests and work orders in wastewater treatment maintenance, such as repairing, serving, refurbishing and replacing equipment.

\*Cemeteries and Right-of-Way-"...that includes the construction or maintenance of cemeteries and right-of-ways."

\*Gas Utility -"...that includes the construction or maintenance of natural gas mains, taps, meters, or valves or the construction of water or sanitary sewer mains."

\*Streets Division-"...that includes the construction and/or maintenance of public works facilities and appurtenances.

\*Parks Division-"...that includes the construction and maintenance of park related facilities and grounds.

\*Community Beautification-"...that includes the installation and maintenance of trees, shrubs, and irrigation systems.

#### Necessary Special Requirements

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated at the time of appointment, or must possess a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment, as a condition for continued employment.

For designated positions assigned to this class, a valid Cass E State driver's license may be required at the department directors' discretion.

For designated positions assigned to this class, a Florida Department of Transportation (FDOT) Maintenance of Traffic certification may be required at the department director's discretion.

For designated positions assigned to this class, must possess at the time of application and maintain a valid Water Distribution System Operator Level III license in accordance with the Florida Department of Environmental Protection regulations, or a valid Wastewater Collection Class C license, as designated for the position, as a condition of continued employment.

Community Beautification: Must obtain the International Society of Arboriculture Certified Arborist certification within six months of initial employment and maintain this certification as a condition of continued employment in the position. When designated, 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.

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