

UTILITIES MAINTENANCE MANAGER

MAJOR FUNCTION

This is a highly responsible management position overseeing meter reading, maintenance, and repair of water and wastewater facilities, including treatment plants, pump stations, meters, backflow preventers, and water and wastewater pipelines and appurtenances.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Supervises schedules and assists all utility mechanics and field service representatives in meter reading and the maintenance, installation and repair of the County's water and wastewater main lines, services lines, backflow preventers, pump stations and treatment plants.
- Participates in conferences and meetings; coordinates activities with community and regulatory agencies.
- Assists in the preparation of the water and wastewater operating budgets.
- Plans, Supervises and implements all water and wastewater maintenance activities.
- Assist in the selection and specifying of maintenance vehicles and equipment.
- Serves on Department Safety Committee and assists in implementation of safety procedures.
- Responsible for monitoring and maintaining inventory of water and wastewater materials.
- Receives, researches and provides resolution to customer complaints and concerns regarding utility functions under area of responsibility.
- Responsible for performance evaluations and maintaining and enforcing departmental rules and regulations in accordance with personnel rules, regulations and policies.
- Subject to call out for emergency situations.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

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CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a large staff of employees. Includes assigning, directing, evaluating, and reviewing work of subordinates employees. Responsibilities include providing on-the-job training; evaluating; disciplinary actions; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Bachelor's degree in Construction Management or related field; with three years progressively responsible and knowledgeable experience in utilities design and construction; or Associates Degree in Construction Management with five years experience or High School diploma with eight years of experience.

Licenses

Valid Florida Driver License, Level I certification in Water Distribution or Class "C" State of Florida Operators Certification in either Water or Wastewater Treatment.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

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Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.
- Ability to interpret a variety of detailed complex and technical data and instructions furnished in written, oral, diagram, or schedule form.

Specialized Skills and Abilities

- Ability to communicate effectively, courteously, tactfully, and professionally with members of the public.
- Ability to supervise and work with subordinates and contractors in implementing water and wastewater maintenance and repair work.
- Ability to read blueprints, understand and interpret construction drawings and specifications, resolve field conflicts, and use a computer to enter and retrieve data.
- Knowledge of water and wastewater system operation and maintenance methods, equipment and materials.
- Familiarity with the use of construction of equipment.
- Knowledge of Florida Department of Environmental Protection and Health Department regulations as they pertain to water and wastewater systems.
- Ability to remain calm in stressful situations.

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- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

- Familiarity with OSHA regulations as they pertain to utility construction maintenance.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to be familiar with the uses for dump trucks, backhoes, loaders and various small tools and equipment of the trade; a computer, as well as drive a vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; will regularly be required to lift up to fifty pounds; and will frequently be required to stand. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and risk of electrical shock; and will frequently be exposed to moving mechanical parts and outdoor weather conditions. The typical noise level is loud.

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