

UTILITIES MAINTENANCE SUPERVISOR

MAJOR FUNCTION

This is a supervisory position responsible for overseeing work in the maintenance of the County Utilities infrastructure.

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.

- Responsible for assigning, supervising and coordinating work crews and equipment for work on the Utilities water and sewer systems.
- Plans and organizes work by evaluating conditions to determine which tasks should be performed in what order and what materials or information is needed.
- Conducts performance evaluations, recommending promotions, merit increases, demotions and discipline.
- Will determine the best set up and placement of equipment and material in order to complete the job. Performs equipment set up procedures as specified in written manual, procedures, or guidelines.
- Must be able to respond to emergency and after hour calls on nights and weekends.
- Provides training to staff in current codes, ordinances, statutes, and in the proper use of equipment. Interprets and administers corrective actions related to customer service to ensure all inquiries and complaints are handled in a professional and timely manner.
- Responsible for the maintenance and upkeep of the maintenance operations, buildings, maintenance yards, and for the minor maintenance and inspection of Utilities maintenance vehicles and equipment.
- To report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.
- May fill in for senior staff in the event of absence.

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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

Direct and indirect supervision over an employee workforce assigned to the maintenance division. This includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance, recommending selection of new staff members, promotions, status changes, discipline, planning, scheduling and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

A high school diploma and a minimum of six years experience in Utilities construction or maintenance with two years supervisory experience; or equivalent combination of education and experience.

Licenses

Must possess a valid Class B CDL License. Must possess valid Florida Department of Environmental Protection Water Distribution System Operator Level I license.

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 calculate figures and amounts to such as discount, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods as essential tasks.

Specialized Skills and Abilities

- Work requires constant attention to detail.
- Able to plans, assign, monitor, and supervise work crews.
- Working knowledge of all Utilities maintenance equipment.
- Ability to remain calm in stressful situations.
- 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.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to proficiently operate the following: tandem axle dump truck, front end loader, grapple truck, pickup truck, mainline jetter, measuring wheels, transit, line laser, manhole puller, chainsaw and generator. In addition the employee will also be required to operate a computer, calculator, fax machine, telephone, two way radio, copy machine, and general office equipment.

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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 100 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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Pay grade: 19	Status: E
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