

MAJOR FUNCTION

This is responsible administrative, supervisory and skilled mechanical maintenance work in planning, coordinating and directing the construction, maintenance and repair of the municipal Wastewater Treatment Plant and Wastewater Collection/Pumping Station Infrastructure and related equipment. The incumbent is required to routinely apply extensive knowledge of the City's wastewater collection and treatment systems in planning, developing and implementing a wide variety of inspection, construction and maintenance projects. Work involves contact with private contractors, engineers, consultants, manufacturers, City employees, other governmental agencies and the public and is performed under the general administrative direction of the Wastewater Operations Assistant Manager. Incumbent exercises considerable latitude in the use of independent judgment and selection of work methods and procedures. Work is reviewed through reports, results, conferences and inspections.

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

Plans, organizes, directs and manages, through first-line supervisors, the work of various trades personnel (welders, mechanics, machinists, electricians, electronics technicians, maintenance repair workers) assigned to the maintenance sections of the Wastewater Treatment Plant and Wastewater Collection Systems. Manages capital projects for assigned areas. Participates in the design, planning and day-to-day execution of major installations and mechanical repairs to the sewerage system, i.e., the wastewater collection system and the wastewater treatment plants and related equipment. Manages the upkeep of the systems through routine site inspections and installation, fabrication and/or construction of new or replacement components to the sewerage system that includes carpentry, welding, braising and other fabrication means and methods. Coordinates with other City departments, county, state, private contractors and engineers in the planning, inspection and maintenance of the pump stations and treatment systems, as necessary. Manages the heavy maintenance shop, including purchasing and maintenance of shop equipment and supplies, meeting with vendors and manufacturer representatives and manages the inventory control system for the entire division. Manages special projects with the engineering section and supervises contractors assigned to the special projects. Receives, investigates and resolves complaints from the public regarding technical and environmental concerns. Assists supervisor in formulating the annual operating budget for the work unit and provides input for five-year capital plan. Ensures proper training of new and current employees. Promotes and enforces strict adherence to all safety rules and regulations. Recommends the hire, transfer, recall, promotion and discharge of assigned personnel. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Provides on-call service and fills in during plant management absences. Ensures opportunities for employees to participate in Career Progression Program training. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the methods and techniques used in the installation, repair and maintenance of a wide variety of sewerage system equipment. Considerable knowledge of electricity, carpentry, and various other trades. Considerable knowledge of municipal purchasing and bidding for services and or materials. Ability to make inspections to determine operating conditions and needed repairs of equipment. Ability to work from blueprints, pencil sketches or written or oral instructions. Skill in the use of mechanic's tools and shop equipment including acetylene, arc, heliarc welders,

cutting torch, shapers, saws, drills, sheet metal machinery, milling machines, and other related equipment. Ability to exercise initiative and good judgment in solving problems. Ability to establish and maintain good public relations. Ability to lead and direct the work activities of others. Ability to keep records and make reports. Skill in the use of computers and related equipment essential to successful job performance. Skill in the installation of sewerage system equipment.

Minimum Training and Experience

Possession of an associate's degree in environmental science, engineering, or a related field and six years of experience in pump stations and wastewater treatment mechanical maintenance, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity in wastewater maintenance.

Necessary Special Requirements

Possession of a valid class E State driver's license at the time of appointment. Possession of a Class "A" Wastewater Treatment or Class "A" Wastewater Collections License issued by the Florida Water and Pollution Control Operators Association (FWPCOA) at the time of appointment.

Revised: 09-30-83
02-15-90
02-25-05*
01-05-07
09-07-13
08-31-19