

**MAJOR FUNCTION**

This is skilled work supervising a crew of licensed distribution operators in the more complex and technical construction and maintenance activities of the City's water and wastewater collection and distribution systems. Incumbents must be thoroughly knowledgeable of the water and wastewater distribution system, as they are often the first contact for customers and other citizens who are impacted by their work, and they are responsible for developing and presenting classroom training to Career Progression program participants. Moderate decision-making responsibilities require the incumbent to exercise discretion and independent judgment. Work is performed under the general supervision of a Maintenance/Construction Chief and is reviewed through observations, inspections and by results obtained.

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

Supervises and directs the work of licensed distribution technicians and other members of the crew in the installation, maintenance and repair of water and wastewater lines. Effectively plans and lays out work for crew to meet timelines and productivity goals after consultation with supervisor, studying drawing, blueprints, GIS data, specifications, and work orders. Ensures that existing utilities have been located and marked appropriately and all required permits are on hand. Obtains necessary materials and supplies for current jobs and places special orders for "hard-to-get" or back-ordered materials and supplies. Enforces safety precautions for the protection of assigned crew, the environment, and the public. Instructs new employees in the general and subject specific elements of water and wastewater operations. Develops and presents classroom training to Career Progression participants designed to teach the proper techniques and procedures that meet the department's minimum standards and meet the requirements of oversight and regulatory bodies. Operates all equipment assigned to crew and ensures equipment is in proper working order. Completes work-orders and provides accurate as-built drawings. Keeps accurate time and work records. Completes performance evaluations for assigned crew. Serves on selection panels and makes recommendations for hire. Performs related work as required

**Other Important Duties**

Interacts with public to solve problems and answer questions related to work. Supervises and assists with natural disasters as instructed. Serves as liaison to public for water outages. Recommends development and training opportunities for supervised staff and coordinates staff's attendance at same to insure uninterrupted workflow. May serve on Career Progression evaluation panels. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Through considerable knowledge of the principles and practices of some comprehensive and other specific water and wastewater transmission and distribution methods, operating rules, and the construction and maintenance regulatory requirements. Considerable knowledge of the operations of trucks, trenchers, backhoes, TV, and other equipment used in this work. Ability to instruct licensed operators and others in the use of tools and equipment and the occupational hazards of the work. Ability to take charge in emergency situations and maintain control until relieved by management. Ability to establish and maintain effective working relationships, as necessitated by the work. Ability to understand and transmit oral and written instructions and to read working diagrams, GIS data, sketches, and simple blueprints. Ability to prepare simple reposts and keep accurate records. Ability to design and deliver subject specific training modules. Physical strength and agility sufficient to work out of doors under adverse weather conditions. Skill in the operation of computers and the related programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of skilled level experience in construction or maintenance in water distribution or wastewater collection or another closely related utility area, including six months experience serving as a lead worker on a crew or as crew leader.

Necessary Special Requirements

At the time of appointment, must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated.

Must hold the Florida Department of Transportation Intermediate Maintenance of Traffic certification.

Must possess 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, and maintain the license as a condition of continued employment in the position.

Established: 08-22-15

Revised: 06-17-24