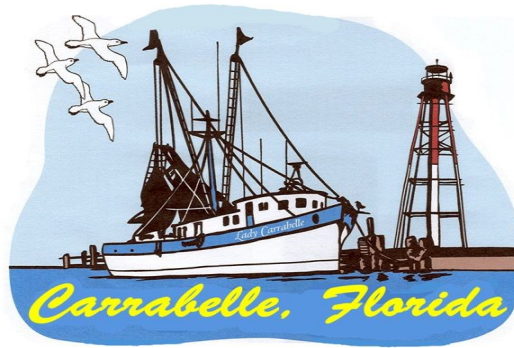


CITY OF CARRABELLE CARRABELLE, FLORIDA



Water/Sewer Superintendent Job Description

DUTIES

- Leads, manages, supervises, and assists in maintaining a positive work environment among staff by encouraging each employee to establish goals and develop an action plan, while offering them advice, support, and motivation to help them meet their work objectives
- Maintains permit requirements
- Manages the cross connection control program for maximum efficiency
- Interprets/manages laboratory results through sample collections from the water and bilge wastewater treatment systems
- Ensures elevated water tanks and reservoirs, sewage pumping stations, and controls are calibrated according to standards
- Plans, prioritizes and delegates work assignments
- Communicates with Engineers/ Planners/ Estimators to assist making material and labor estimates
- Provides order of the magnitude of labor and material estimates
- Identifies repairs exceeding 32 man-hours
- Answers job related technical inquiries
- Ensures that work is done within specified time criteria
- Ensures a twenty-four hour per day, seven day per week workforce is available

- Identifies routine trends and takes appropriate corrective action
- Ensures optimal responsiveness, efficiency, and productivity
- Performs word processing, filing, faxing, and copying as required
- Plans, manages, and directs the proper up-keep, maintenance, and cleanliness of all associated buildings, equipment, all vehicles, and facilities
- Coordinates, plans, and directs monthly operational meeting with City Administrator and Water/Sewer Commissioner
- Performs work performance counseling, positive and negative
- Work also involves other associated duties as assigned
- Assigns, monitors, and organizes the daily workload activities of subordinates
- Enforces safety regulations and adherence to OSHA standard
- Establishes, assigns, and adjust work methods and procedures to meet schedules using knowledge of capabilities of personnel and capacities of equipment to solve work related problems
- Signs and checks for completeness, accuracy, and timeliness of multiple documents daily including timecards, material requisitions, vehicle logs, etc.
- Initiates material requests to suppliers and, as required, contacts vendors, to determine material availability and negotiate best price
- Recommends or initiates action involving promotions, transfers, disciplinary action and motivation of employees
- Coordinates any related subcontract work with all appropriate parties, including the Company's Contracts Manager and City Administrator
- Performs Quality Control inspections on work in progress and/or completed work to include administrative responsibilities
- Initiates measures to improve methods, equipment performance and quality of work thru City Administrator
- Trains all personnel and follow City Policy and Procedures.
- Coordinates duties and responsibilities of Water and Sewer Billing Clerk with City Administrator
- Other related duties as assigned

BASIC QUALIFICATIONS

EXPERIENCE:

- Five years of progressively responsible work experience, including a minimum of 3 years supervisory and/or work leader experience required
- Working knowledge of the Webmail email application or equivalent and internet explorer is also required
- Must be able to learn specific computer applications used in utility departments
- Individual must possess the following skills and knowledge: water and wastewater operation, water and wastewater distribution systems, water sampling collections and all FDEP regulatory requirements
- Must have an advanced understanding of pumps, mixers, blowers, and the electrical & mechanical machinery
- Must be proficient with various instruments and meters commonly found in water and wastewater treatment plants including but not limited to hand held meters, in-line instrumentation and laboratory equipment
- Must be able to utilize, calibrate and maintain this equipment in proper working order
- Must be able to communicate clearly and in a timely manner any maintenance problems, mechanical problems, equipment failures or other pertinent technical information to the City Administrator

EDUCATION:

- High School Diploma or Equivalent

LICENSE AND CERTIFICATION:

- State of Florida valid drivers license
- Must have a current Florida Class C Water Plant Operator's License
- Must have a current Florida Class B Wastewater Plant Operator's License

REPORTS TO:

- City Administrator and Water/Sewer Commissioner