

CITY OF CARRABELLE CARRABELLE, FLORIDA



Assistant Water/Sewer Superintendent Job Description

DUTIES

- Assists with elevated water tanks and reservoirs, sewage pumping stations, water line breaks and sewer over flows
- Assists with plans, prioritizes and delegates work assignments
- Assists with making material and labor estimates
- Assists with answering job related technical inquiries
- Assists with work being done within specified time criteria
- Assists with ensuring a twenty-four hour per day, seven day per week workforce is available
- Assists with identifying routine trends and takes appropriate corrective action
- Helps to ensure optimal responsiveness, efficiency, and productivity
- Performs word processing, filing, faxing, and copying as required
- Must be able to work on call as assigned
- Assists with managing the proper up-keep, maintenance, and cleanliness of all associated buildings, equipment, all vehicles, and facilities
- Assists with work performance counseling
- Work also involves other associated duties as assigned
- Monitors, and organizes the daily workload activities of subordinates

- Assists with enforcement safety requirements
- Assists with accuracy, and timeliness of multiple documents daily including time-cards, material requisitions, vehicle logs, etc.
- Assists with material request to supplies and, as required, contacts, vendors, to determine material availability and negotiate best price
- Performs as a work crew leader
- Assists with any related subcontract work
- Assists with Quality Control inspections
- Initiates measures to improve methods, equipment performance and quality of work through Supervisor
- Assists with training all personnel and follow City Policy and Procedures
- Other related duties as assigned

BASIC QUALIFICATIONS

EXPERIENCE:

- Three years of progressively responsible work experience, including a minimum of 1 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 good 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 C Wastewater Plant Operator's License
- Must be able to obtain a Florida Class B Wastewater Operator's License within 36 months.

REPORTS TO:

- Water and Sewer Superintendent