

WATER DISTRIBUTION MAINTENANCE SUPERVISOR

DEFINITION

Supervises the daily maintenance and repair activities of the City's water distribution system, streets, sewer, construction, parks, general services, and other facilities; performs other duties as required to protect the City of Moore Haven's interest.

DISTINGUISHING CHARACTERISTIC

The Water Distribution Maintenance Supervisor is a first line supervisory class in the City's public works maintenance services. The Water Distribution Maintenance Supervisor supervises staff engaged in the maintenance and repair of the City's public works, parks, and related facilities. The Water Distribution Maintenance Supervisor is assigned functional areas and has responsibility for the completion of work in those areas.

SUPERVISION RECEIVED/EXERCISED

Supervisory responsibilities entail daily supervision over assigned maintenance personnel, under the direction of the Director of Public Works. Assignments are made by written or oral instructions and work is reviewed by the Director of Public Works for results achieved.

ESSENTIAL DUTIES

Plans, assigns, supervises, and performs maintenance activities primarily within the water distribution system of the City of Moore Haven; also performs maintenance activities on the electric distribution, sewer collection systems and other facilities as directed by the Director of Public Works Director; supervises or performs special projects including installing and repairing street and traffic signs; supervises landscape design, installation and maintenance, and the renovation of athletic activity areas; supervises and performs monthly meter reading activities, trimming of trees and bushes, the cleaning of ditches and culverts; orders water distribution supplies and materials; oversees work in progress, including outside contractors; assists with the division's budget by making recommendations; Records daily work reports for workers assigned. Cleans and organizes assigned work area and equipment. Responsible for the safety of self, coworkers, and general public by wearing and using the proper safety equipment in the performance of duties.

QUALIFICATIONS

Experience/Education

Sufficient experience and education to supervise the maintenance and repair activities of the City's water distribution, parks, and other publicly used facilities. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma and two years of experience working with water distribution.

Knowledge/Ability

Considerable *knowledge* of methods, equipment, materials, and safe work practices involved in water distribution, sewer, streets, street drainage, parks, public buildings, and related facilities repair activities; types and levels of maintenance and repair functions performed in public works operations; landscape installation and maintenance; irrigation system installation and maintenance; materials and supplies needed for completion of projects; occupational hazards and standard safety precautions; installing and maintaining playground equipment; basic principles of organization, budget, and personnel supervision. *Ability* to plan, organize and implement maintenance and repair programs for water distribution, equipment, field operations; follow, and direct others to follow, safe work practices; establish and maintain cooperative relationships with others contacted in the course of work; prepare and maintain records and reports; communicate clearly and concisely, both orally and in writing. Incumbent is expected to possess demonstrated knowledge of and skill in safely using appropriate tools and equipment in constructing, maintaining and repairing City facilities; basic arithmetic such as addition, subtraction, multiplication, division, and basic algebra; read, comprehend, and interpret written material such as operation and maintenance manuals, equipment manuals, and Material Safety Data Sheets (MSDS); establish and maintain cooperative relationships with others contacted in the course of work; supervising, training, and evaluating the work of others also may be required.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting and overseeing crew. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including rain, heat and cold. The incumbent may use cleaning and lubricating chemicals and ingredients which would expose the employee to fumes, dust, and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb on ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions.

License/Certificate

Possession of a Class E Florida driver's license by date of appointment. May be required to obtain a Class B or A Commercial Drivers License. Valid Water Distribution license required.

Work hours

Normal 7:00 am to 4:00 pm with 1 hr for lunch. Overtime may be required.

Salary Range

16.00 – 21.00 per hour 33,280 – 43,680 per year