

**MAJOR FUNCTION**

This is responsible technical, administrative, and supervisory work involving maintenance activities in utility and/or public infrastructure functions such as, water, sewer, streets or drainage. Employees are responsible for coordinating and supervising maintenance crews and managing budget, equipment and other resources. All work is performed under technical direction, but employees are expected to supervise work assigned with a minimum of direction.

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

Plans, schedules and coordinates work activities for work crews engaged in maintenance activities to meet production standards and maximum use of resources such as equipment, materials and supplies. Determines requirements for materials, equipment and personnel, and ensures an adequate flow of materials to sections for timely work completion. Plans for coordination of work phases with multiple utilities, as is applicable. Investigates improved work methods and materials and recommends changes to increase work productivity. Conducts meetings with crews for briefings, training, etc. Plans for and oversees the maintenance and/or repair of major equipment used in supervised activities. Supervises, through foreman, designated unit's output and personally visits the site to monitor it, as needed, for compliance with applicable industry and UUPI quality standards. Ensure that all applicable records and required documentation are created and preserved for future reference. Responds to and investigates citizen requests related to applicable maintenance activities, making referrals to other areas, as is applicable. Monitors expenditures and prepares estimates for proposed projects and for annual capital budget preparation purposes. Monitors FEMA and any other permit requirements, updating reports as needed and ensures affected workers are advised of changes. For planned, in-progress and completed maintenance activities, enters data, produces reports and manages data in database system. Recommends corrective action to resolve technical and personnel problems. Functions as shift operations chief during storm events, as assigned. Recommends the hiring, advancement, transfer, grievance resolution, discipline and dismissal of assigned employees. Completes performance planning and evaluation forms and recommends the approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Ensures adequate transportation and equipment for all assigned personnel. Keeps abreast of information and technological advancements in areas directly related to work responsibilities. Promotes cooperation and customer service in area(s) of responsibility. Coordinates staff attendance at developmental and training activities provided by the City. Conducts training for Career Progression Programs, as assigned. Performs related work as required.

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

Considerable knowledge of the methods, operations, and equipment of various utility systems, public infrastructure, and general repair work. Considerable knowledge of the standards, practices, methods, materials, tools, and machines used for construction and maintenance activities by the various trades. Considerable knowledge of supervisory techniques. Good knowledge of safety procedures and safety operating methods. Knowledge of the operating characteristics and maintenance requirements of various equipment. Ability to understand and transmit oral and written instructions. Ability to read working diagrams, sketches, and blueprints. Ability to keep records, make oral and written reports, and perform special assignments. Special strength and agility to work out of doors. Ability to analyze cost and time records, and to improve operating procedures. Skill in the use

of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and five years of experience.\*(see necessary special requirement for specific experience), or an equivalent combination of training and experience, one year of which must have been in a supervisory capacity.

\*Water & Sewer -"...that includes the construction or maintenance of water and/or sanitary sewers and their associated infrastructure."

\*Public Infrastructure -"...that includes the construction or maintenance of public works streets, facilities and associated infrastructure."

\*Drainage-"...that includes the construction or maintenance of stormwater conveyances and associated structures."

Necessary Special Requirements

For designated positions must possess a valid Class E State driver's license at the time of appointment and obtain a commercial learner's permit (CLP) within three (3) months from the date of appointment, as a condition of employment. Obtain a Class "A" State Commercial Driver's License (CDL) with required endorsement(s) within nine (9) months from the date of appointment, as a condition of continued employment. It is a requirement the employee register with the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse.

For designated positions assigned to this class, a Florida Department of Transportation (FDOT) Maintenance of Traffic certification may be required at the department director's discretion.

For designated positions assigned to this class, within 6 months of employment, must obtain the FDEP Qualified Stormwater Management Inspector Certification.

For designated positions assigned to this class, must possess at the time of application and maintain 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, as a condition of continued employment.

Established: 06-23-18  
08-10-25-22