

## UTILITIES OPERATIONS SUPERVISOR

Job Code	Pay Grade
17254	CL18

### Nature of Work

This is technical supervisory work managing all plant and equipment repair and maintenance activities within a designated utilities service area. Incumbents in this class are responsible for assigning and reviewing the work of subordinate repair and maintenance personnel responsible for all repair and maintenance activities associated with designated plant facilities and equipment. Plant equipment is used for the transmission of potable water or the collection, transmission, and treatment of wastewater and distribution of reclaimed water or surface water. Work is performed independently with unusual or difficult problems being referred to an administrative manager for resolution. The incumbent reports to a senior department official, plant manager, or designee.

### Minimum Qualification Requirements

- High school graduate with completion of a 2 year vocational program or apprentice program and 2 years of experience in the repair and maintenance of electrical, electronic, and maintenance equipment of water or wastewater systems and 1 year of supervisory experience or supervisory training; or
- 4 years of experience and training as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to obtain and possess certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises all repair and maintenance activities performed on electronic, electrical, chemical, and mechanical equipment within a designated utilities service area.
- Supervises building repair and maintenance activities at all site pump stations, lift stations, for wastewater, water, reclaimed water and surface water.
- Develops, implements, and maintains section's Preventive Maintenance Program.
- Plans, coordinates and schedules all vehicle maintenance activities for sections.
- Monitors and forecasts all maintenance and repair activities for a designated utilities service area.
- Develops, implements, and monitors inventory control plan coordinating with central warehouse to track all spare parts and equipment used by sections.
- Reviews proposed and final design plans for new construction or modification of existing facilities.
- Orders and requisitions repair and maintenance supplies and equipment.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the functions and servicing of water and/or wastewater treatment plant electronic, electrical, chemical, and mechanical equipment.
- Knowledge of computerized telemetry systems and electronic hardware involved in process control systems.
- Skill in the use and care of tools and equipment used in the electrical, electronic, and maintenance trades.

## UTILITIES OPERATIONS SUPERVISOR (continued)

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### Knowledge, Skills, and Abilities (continued)

- Ability to train and supervise subordinate staff.
- Ability to install, modify, repair, and maintain a variety of electrical, electronic, and mechanical equipment and supplies.
- Ability to keep records and communicate effectively, orally and in writing.

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Revised	EEOC Code	Overtime Code
11/10	Technicians	Classified/Excluded