

## MAINTENANCE SECTION MANAGER

Job Code	Pay Grade
17581	SM5a

### Nature of Work

This is responsible management, supervisory, technical, and administrative work. The incumbent manages the maintenance, repair, and construction of wastewater collection systems and water transmission mains and systems, plus related structures and appurtenances. An incumbent in this class plans, organizes, directs, and coordinates supervisory, skilled, and semi-skilled employee activities involved in heavy line maintenance, installing of new service lines, sewer line cleaning, televising, maintenance, and repair of potable and reclaimed water lines, and operating equipment. The position is responsible for system-wide functions and activities. Duties also include section budget preparation, administration, technical services, maintenance activities, oversight assessments, project cost estimating, work scheduling, evaluation of maintenance, and repair activities before, during, and after activities are completed. The incumbent performs with considerable independence and reports to the senior manager or designee.

### Minimum Qualification Requirements

- Possession and maintenance of a valid Level 1 Water Distribution System Operator License in accordance with Florida Administrative Code, Chapter 62-602, Drinking Water and Domestic Wastewater Treatment Plant Operators plus 5 years of advanced experience in the design, construction or maintenance of utilities or public works projects that includes 2 years supervisory experience and preference may be given to candidates with a Bachelor's degree or college level coursework in civil engineering or a related field; 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Prepares project cost estimates and long range goals for system replacements and upgrades.
- Assigns, supervises, coordinates, directs, reviews, and assesses the work of supervisory, skilled and semi-skilled employees for the county/municipality utilities water and sewer maintenance, service, and repair of water/wastewater collection lines, potable and reclaimed water lines, and related appurtenances and equipment.
- Directs a major program of preventive maintenance to wastewater and water systems.
- Directs a program for new services which includes responsibilities for budget preparation and administration, project cost estimating, inventory control, purchasing, warehouse operations and operational planning.
- Prepares and administers operational and personnel budget for the division.
- Orders or requisitions materials and equipment to facilitate repairs.
- Determines and orders or requisitions necessary equipment and materials for job work sites.
- Writes performance evaluations, handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.
- Responsible for an effective emergency 24/7 perpetual call out schedule, and safety program for the division.
- Receives and responds to inquiries and complaints from the public, contractors, and engineers related to taking appropriate action as necessary to ensure safe and effective operations.
- Performs related work as assigned or required.

## MAINTENANCE SECTION MANAGER (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of the methods, operating rules, equipment, and facilities of wastewater collection, reclaimed and water distribution systems.
- Knowledge of modern developments, principles and practices of engineering as applied to wastewater collection and transmission, reclaimed and water distribution systems.
- Knowledge of the occupational hazards and safety precautions pertaining to work operations.
- Knowledge of the materials, methods, practices and equipment used in the repair and maintenance of potable and reclaimed water distribution, and wastewater collection and transmission.
- Knowledge of governmental regulations relating to water distribution and wastewater collection and transmission.
- Ability to apply computer applications and software.
- Ability to plan, organize, and supervise the work of a very large, highly technical, and complex countywide activity and a large staff of personnel.
- Ability to read and interpret a variety of blueprints, schematics drawings, plans and specifications applicable to sanitary sewer systems and facilities.
- Ability to make detailed technical inspections.
- Ability to locate, diagnose, and correct problems.

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4/13	Officials & Managers	Exempt