



CLASSIFICATION DESCRIPTION

TITLE: WASTEWATER PUMPING SUPERVISOR JOB CODE: 16 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under administrative direction, the purpose of the position is to supervise the construction, maintenance, repair and replacement of the Wastewater Pumping System systems, and associated structures and facilities. Employees in this classification perform at middle management level and are responsible for ensuring the safety and integrity of utility systems and facilitate safe and efficient transportation of water/wastewater throughout the City. Position is accountable for assisting with departmental administrative duties as well as supervising lead staff. Objective is to ensure safe potable drinking water is provided to the City, and to ensure effective processing of wastewater.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, and implements Utility Wastewater Pumping maintenance, repair and development activities; coordinates renovation, construction and development projects.
- Supervises, assists with hiring, trains and evaluates Wastewater Pumping Technicians and lead positions; ensures the safe and productive use of equipment utilized in associated repair work; ensures all proper training and direction is provided for subordinates in the use, care and maintenance of tools and equipment.
- Plans, schedules and implements construction, maintenance, operation and construction activities designed to provide safe and efficient transportation of water/wastewater throughout the City.
- Oversees construction and maintenance work to determine acceptability and conformance to standards; performs periodic inspections of all work in progress.
- Inspects detected deterioration, repair and maintenance of wastewater structures, pipelines, and systems and evaluates recommendations for corrective measures.
- Interprets complex assignments to staff under charge and assigns duties to crews of varying sizes and skills; establishes and adjusts work procedures to meet schedules.
- Requisitions materials and supplies for projects and coordinates the efficient use of workers,

resources and equipment.

- Evaluates completed projects and repairs to ensure all work performed adheres to established safety standards, building codes and regulations, and legal guidelines where applicable, with regard to construction, electric, plumbing and carpentry.
- Prepares maintenance schedules for equipment, vehicles and facilities for employees. Assures the proper maintenance duties are performed.
- Assists with budget projection, management and cost control; prepares various monthly, quarterly and annual reports as directed.
- Communicates with City personnel, Department Heads, public agencies and the general public for the dissemination of information.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by a minimum of (8) years progressively responsible experience in a lead capacity over the construction, maintenance, repair and replacement of water and wastewater pipelines and systems.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Class A CDL Driver's License where applicable. FW&PCOA Class A certification in Wastewater Operations preferred or must obtain within one year of hiring.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow verbal and written instructions.
- Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in the installation, maintenance and repair of City water and sewer systems, and associated utility lift stations and facilities.
- Extensive knowledge of the policies and procedures of utility systems installation, maintenance and repair; knowledge of all City, State and Federal rules, policies and regulatory standards applicable to the work.
- Skill in reading and interpreting documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Skill in reading and interpreting electrical schematics and diagrams, blueprints, and a variety of instructions in written, oral, diagram or schedule form.
- Extensive knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in the public water/wastewater utilities preventative maintenance and repair field.
- Extensive knowledge of, and ability to utilize materials, methods and equipment used

operations and general maintenance work.

- Thorough knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios and percentages.
- Ability to establish and maintain effective working relationships and communications with other employees, contractors, vendors, and the public.
- Ability to meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to update and maintain various records and reports, e.g., work order logs, inventory of materials, utility data bases.
- May be required to respond to emergencies after hours.

PHYSICAL REQUIREMENTS

- Acceptable eyesight and hearing with or without correction.
- Works both inside and outside in various weather conditions.
- May be exposed to high level of noise while working around machinery and equipment.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.