



Maintenance Section Manager

Category: Exempt
Pay Grade: E27
Job Code: 17581

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs responsible management, supervisory, technical, and administrative work; manages the maintenance, repair, and construction of wastewater collection systems and water transmission mains and systems, plus related structures and appurtenances; 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; handles 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.

ESSENTIAL JOB FUNCTIONS (examples, 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, and recommends the hiring, termination, and promotion of staff;
- Provides 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

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 five (5) years of advanced experience in the design, construction, or maintenance of utilities or public works projects that includes two (2) years of 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.

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

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.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.

- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.