

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: DIVISION LEADER – DISTRIBUTION AND COLLECTION (478).

GENERAL STATEMENT OF JOB

Under the direction of the Distribution/Collection Manager performs supervisory technical work in the installation and maintenance of the municipal water distribution and wastewater collection systems. Employees in this classification act as field supervisors of all skilled and semi-skilled personnel engaged in the installation, repair, and maintenance of the systems. Position is responsible for training all field personnel in essential functions. Work is performed with considerable latitude in determining work methods. Work is reviewed primarily through reports, conferences, and efficient operation of distribution and collection systems.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Directs and supervises the field activities of skilled and semi-skilled personnel engaged in the installation, repair and maintenance of collection and distribution systems. Including water mains, force mains, sanitary sewers, manholes, and fire hydrants.

Plans appropriate training programs and participates in the field training of work crews.

Assists in the supervision of plans and procedures for the repair, maintenance, and installation collection and distribution systems, ensuring compliance with all applicable policies, procedures, regulations and standards of quality and safety.

Provides recommendation concerning modification or replacement needs of collection and distribution systems.

Supervise sanitary sewer video and sealing work to ensure tightness of the collection system.

Performs daily field inspections as needed.

Coordinates divisional projects with contractors.

Assigns daily work orders, maintains time sheets and mileage records, and evaluates and records individual performance of subordinate personnel.

Operates and supervises operation of heavy equipment such as backhoes, front-end loaders, boom trucks, and forklifts in the performance of tasks.

Maintains budgetary responsibility for parts and supply inventory and equipment maintenance; submits projections for budget needs.

Supervises and trains subordinates in the safe and effective use of new equipment.

Operates standard and specialized hand and power tools in the performance of tasks.

Responds to emergencies as directed.

Maintains various maintenance and service records on personnel time sheets, work completed, and tools and equipment used.

Maintains the daily O&M work log as required by the Broward County Health Department.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or equivalent; supplemented by vocational training; supplemented by three (3) years' work experience in the maintenance and repair of mechanical equipment, structures and installation and repair of water/wastewater utility systems, on (1) year of which shall be in a lead capacity; or an equivalent combination of training and experience. Must have a minimum of a State of Florida Water Distribution level 2 license, and must have valid CDL B with "N" endorsement. Wastewater Collections B Certificate issued by the FWPCOA is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; frequent lifting, carrying, and pushing/pulling objects of moderate to heavy weight (20 – 50 pounds), occasionally very heavy (100+ pounds) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read standard English. Requires the ability to read various technical manuals associated and mechanical and electrical aspects of water/wastewater facilities repair and maintenance. Requires the ability to interpret mechanical drawings, schematics, and maps.

Intelligence: Requires the ability to apply common sense understanding to performance of highly repetitive tasks; utilize principles of rational and influence systems and synthesis functions.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must be able to convey a sense of authority.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimal and percentages; utilize algebraic principles.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks, handling small parts, and operating equipment with multiple hand controls.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination for operating heavy equipment and standard and specialized electrical gas operated equipment.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to give and receive instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken word; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed in adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the practices and materials utilized in the installation and maintenance of a water/wastewater utility system.

Knowledge of the occupational hazards and safety precautions of the work.

Knowledge of record maintenance principles and practices.

Knowledge on the use of excel, word and other pertinent computer skills.

Knowledge of effective supervisory principles and techniques.

Skilled in operating heavy equipment and hand machinery used in the maintenance and repair of water and wastewater facilities.

Skilled in the use of mechanics tools, diagnostic instruments, and manual and electronic gauges.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees.

Ability to read and interpret mechanical drawings, schematics, and maps.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

City of Margate, Florida • Division Leader – Distribution and Collection

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date