

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: UTILITIES MAINTENANCE SUPERINTENDENT (Job Code 853)**

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### **GENERAL STATEMENT OF JOB**

Under the general supervision of the Department of Environmental and Engineering Services (DEES) Director or the Director's designee, the Utilities Maintenance Superintendent is responsible for the administrative and technical work of planning, scheduling, prioritizing, and supervising the maintenance of the mechanical, electrical, electronic, and instrumentation equipment and processes in the Treatment Plants and Wastewater Collection/Transmission Pump System (Lift Stations). This position is responsible for supervisory and manual work on installing, maintaining, and repairing electrical equipment, mechanical equipment, instrumentation, and process control equipment. The job entails tasks such as planning, developing, organizing, directing, and carrying out operations, repairs, and preventive maintenance activities. It is the employee's responsibility to ensure the associated infrastructure operates effectively, efficiently, and safely. Technical expertise is essential, as errors in technical judgement could cause significant harm to personnel, the environment, and/or facilities. The position involves a significant level of independent judgement in the selection of work methods and procedures, which are subject to review by the department Director. Work is evaluated through conferences, reports, and observation of the systems' operational success and objective achievements. This essential position requires incumbent to report to work during after-hours and catastrophic events to ensure the provision of essential services to customers.

### **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.**

Responsible for overseeing and inspecting the installation, maintenance, and repair of electrical, mechanical, instrumentation, and process control equipment.

Supervises employees who are performing repairs, and offers guidance while conducting routine inspections to monitor their progress.

Supervises the maintenance of work records and if necessary, certifies repair logs.

Works with maintenance and inventory tools, such as asset management, to develop and implement preventative maintenance programs, job plans, schedules, inspections and completion of work orders.

Identifies priorities and takes the necessary steps to initiate maintenance programs.

Inspects and coordinates the repairs of complex electrical and process control equipment, such as pumps, motors, SCADA, and PLCs to ensure proper operation.

Maintain records on the life cycle of equipment for Capital Replacement Plan.

Coordinates work between consultants, vendors and contractors for repairs, equipment installations and improvement projects in plant and pump stations, and provides regular updates to management on costs, issues, and progress of the projects.

Consults and collaborates with other DEES managers regarding workload, cost analysis, assistance with budget planning, records and reports, and priority assignments. Creates work programs and budget estimates for maintenance.

Plans, assigns, supervises, and evaluates the work of staff; oversees the hiring of new employees; and provides development and mentoring opportunities for staff.

Responsible for procuring the necessary equipment, materials, tools, and contractors, as required for completion of the work.

Assists Director with budget planning and the management of maintenance contracts.

Follows safety procedures and promotes a safe work environment.

Performs emergency response duties as necessary.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school or possession of an acceptable graduation equivalency diploma (GED) supplemented by technical college certifications is required.

Associate of Arts (AA) degree or Master Electrician' License is preferred.

Industrial Instrumentation certification through the National Institute For Certification in Engineering Technologies (NICET), or the International Society of Automation (ISA), Certified Control Systems Technician is highly desirable.

Documentation of a minimum of five years of supervisory experience in maintenance of utility operations is required.

Experience in the maintenance of low and medium-voltage electrical systems and equipment, electrical distribution systems, including experience in the repair and installation of pumping and other mechanical equipment commonly found in a utility facility is required.

Construction/project management experience preferred.

Effective communication skills with the ability to speak, write, and understand English, and the ability to follow oral and written instructions are required.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling, and some lifting and carrying objects of moderate weight (up to 50 pounds).

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) of 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 Abilities: Requires the ability to read a variety of technical materials relevant to water/wastewater regulatory practices and technical aspects of operation and maintenance, ranging from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret a variety of technical information; identify problems, recognize symptoms, causes and alternative solutions; interpret technical journals, procedures, and government regulations; research, compile and summarize a variety of informational and statistical data and materials; and interpret complicated policies, procedures and protocols. Must also be able to effectively use and operate various items of office-related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine.

Verbal Aptitude: Must communicate clearly, efficiently and effectively on a number of different levels in Standard English. Must speak with poise, confidence, and voice control. Must communicate with technical terminology as needed.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; and utilize algebraic principles and descriptive statistics.

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 and report preparation.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

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

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving 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 words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern methods, materials and techniques used in the construction, maintenance, extension and repair of treatment plants, pump stations and related facilities, and the tools and equipment used to perform these functions.

Knowledge and experience in the installation, maintenance and repair of all electrical equipment, controls, instrumentation and mechanical equipment, such as, but not limited to, pumps, engines and related equipment.

Knowledge of the operational functions of machinery, pumps, starters, electrical equipment, and related equipment.

Knowledge of standard practices, tools, terminology and safety standards of the electrical and mechanical trades.

Skilled in preparing cost estimates based on electrical or mechanical plans and drawings.

Ability to understand construction, electrical or mechanical plans, blueprints and maps.

Ability to prepare comprehensive reports.

Ability to effectively supervise skilled and unskilled employees and complete performance evaluations.

Ability to establish and maintain effective working relationships with other employees, City departments, and the public.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the City's Ethics and Conflicts of Interest policies. A strong understanding of ethical behavior is required.

## **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.

I have read and acknowledge receipt of this Job description.

\_\_\_\_\_  
Employee Name and Signature

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Date