



Job Description

Utilities Supervisor

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of five (5) years of experience overseeing the maintenance and operations of water and sewer utility. An additional five (5) years of experience may be substituted for education requirement.

Minimum Education Requirements: Bachelor's Degree in a construction related field.

Department: Utilities

Direct Supervisor: Utilities Director.

Supervisory Responsibility: Direct (13); Indirect (x)

Primary Work Location: Work is performed indoors and outdoors.

Certification: Valid State of Florida driver's license, Florida Department of Transportation Advanced Maintenance of Traffic (MOT) Certification required (within 6 months of hire), and Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector certification required (within 6 months of hire).

Job Summary: Performs administrative, managerial, and technical work in directing the functions and activities of new construction for the Water Distribution and Sewer infrastructure Divisions.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Supervise day-to-day operations for Sewer Construction and Water Distribution including utility locates.
- Provide project management for water and sewer capital improvement projects from concept to completion.
- Draw plans for water and sewer.
- Manage all outside contractor work being performed in the City.
- Develop and assist in operating budgets for assigned divisions.
- Establish, monitor, and adjust overall work plans and production schedules.
- Review and approve utility permits and plans for proposed installation of buried telephone, power, gas, and television cables.
- Evaluate the condition of the water distribution system, metering systems, and other utility facilities and equipment in order to initiate and/or recommend improvements.
- Evaluate related work processes and procedures and recommend enhancements.
- Develops and/or participates in the development of short- and long-range maintenance plans.
- Prepare cost estimates and materials lists for water and sewer construction projects.
- Meet with representatives of various suppliers for the purpose of evaluating products; recommend new materials, equipment, or product substitutions to take advantage of new technology.
- Coordinate utility maintenance activities with other departments and divisions.
- Participate in problem resolution and provide input and consultation as appropriate.
- Respond to water and sewer public inquiries and complaints.



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- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Occupational hazards as they relate to health and safety of employees in the Sewer Construction and Water Distribution Division.
- Applicable federal, state, and local laws pertaining to potable water and wastewater.
- Operations and maintenance of a sewer collection system and water supply and distribution system to include applicable processes, procedures, materials equipment, quality control, and technologies.
- Construction methods and techniques related to underground utility installation.
- Surveying methods and techniques.
- Supervision, training, and motivation methods and techniques.
- Contract and project management.
- City's functions, policies, and procedures.

Skills

- Public relations and customer service.
- Written and oral communications for both administrative and technical purposes.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Conduct research and compile comprehensive reports.
- Apply sound judgment.
- Interact tactfully and effectively with subordinates, other City employees, and the general public.
- Schedule, supervise, develop, train, and evaluate employees.
- Prepare and administer an annual divisional operating budget.
- Worker may be exposed to extreme weather conditions.
- Worker may encounter noise, chemicals, poor lighting, slippery surfaces, vibrations, hazardous materials, uneven surfaces, confined spaces, moving objects, electrical energy, odors, dust, fumes, gases, chemicals, solvents, grease and oils.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.



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- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.
- Talking 1: 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.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date