



## **TOWN OF SURFSIDE MAINTENANCE SUPERVISOR**

**DEPARTMENT:** WATER AND SEWER DIVISION

**NON-EXEMPT**

### **GENERAL DESCRIPTION:**

Supervision, direction, and coordination of the Water, sewer and stormwater maintenance workers and Division activities. In addition, expected to engage in semi-skilled manual work in various water and sewer plumbing repair and maintenance work. Work is performed under the supervision of the Public Works Director with delegated authority to the Assistant Public Works Director and Public Works Operation Manager.

### **ESSENTIAL JOB FUNCTIONS:**

1. Supervises the work of the Water, Sewer and Stormwater (utilities) crew members and assist with all required manual tasks.
2. Performs water meter readings and water service shutoffs/openings. Install and replace water meters and water registers as needed. Programs cellular registers from computer as needed. Installs and replaces water meter assemblies. Connects new water service tie-ins through corporation stop method.
3. Addresses residents' and merchants' questions, concerns, and service requests, including possible water leaks, defective meters, and other issues. Assists residents with leak test and other customer service utilities requests on site.
4. Coordinates crew members' leave schedules and addresses personnel matters such as disciplinary actions (in conjunction with the administration).
5. Orders equipment and supplies for the Division and assist with processing payments to vendors. Maintains accurate inventory of all Town material related to Water, Sewer and Stormwater.
6. Consult and coordinate with Town Engineers with respect with water, sanitary sewer and storm sewer issues. This includes, but is not limited to: underground utility line video recording, pump station troubleshooting, upgrades, and maintenance, water testing programs, activities related to the National Pollutant Discharge Elimination System (NPDES), and construction projects such as line replacements.
7. Maintains active and updated records of standard cleaning procedures.

8. Coordinates and monitors vendor services, including excavating services, underground line repair services, pump repairs, and other required contractor services.
9. Performs inspections of contractor's work as needed.
10. Plan, schedule, supervise and carry out preventive maintenance programs such as sanitary sewer and storm drain cleaning, gutter sweeping (streets/alleys) and other maintenance required by the Division.
11. Operate heavy equipment as needed to perform all division functions.
12. Perform all functions required as part of Emergency Operations and be able to stay during a declared disaster.
13. Assists other Public Works divisions as needed with managerial functions of other supervisors in the event of an absence.
14. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

#### **MINIMUM QUALIFICATIONS:**

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

- Supervisory skills; ability to provide clear instructions and give direction to subordinates and resolve disputes, as well as to coordinate multiple field activities.
- Knowledge of plumbing and civil trade with specific focus on repair/maintenance of water, sanitary sewer, and storm water utilities.
- Skill in the operation of plumbing and street construction tools and equipment, including but not limited to: jackhammer, concrete and pipe saws, chipping hammer, concrete mixing and application, and asphalt application.
- Basic understanding of sanitary and storm water pump station and systems.
- Ability to perform heavy manual labor under adverse weather conditions.
- Ability to communicate effectively with consultants, contractors, and a variety of vendors.
- Good customer service skills

#### **EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Three (3) years of supervisory experience involving three or more subordinates; five (5) year related manual labor experience desirable.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Moderate to heavy (45 pounds and over) lifting and carrying.
- Walking
- Standing
- Stooping
- Driving
- Equipment operation.
- Bending and kneeling

**ENVIRONMENTAL CONDITIONS:**

- Works out-of-doors in various weather conditions with: dust, dirt, noise.

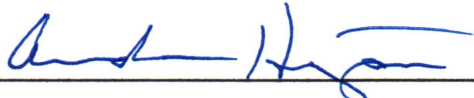
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History, 3/26/2010; 10/20/2020; 8/8/2022

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature:  \_\_\_\_\_