

City of Fernandina Beach
Job Description


City Manager's Signature
9.10.14
Date

Title: Utility Operations Superintendent – Water
Dept: Utilities
FLSA Status: Exempt
Reports to: Utilities Director
Pay Grade: 137

Minimum Qualifications

- A. Education and Experience:
Must be a high school graduate or possess a GED. Five (5) years technical experience in the water field. Two (2) years supervisory experience in the operation, maintenance and repair of public utilities infrastructure. A comparable amount of training, education or experience may be considered by the City as a substitute for the minimum qualifications.
- B. Certifications
Current and valid Class “C” Water Plant Operator License issued by the State of Florida. Requires a valid CDL Drivers License, Class “A” with Hazard attachment
- C. Knowledge, Abilities, and Skills:
Knowledge of the methods, materials and techniques used in municipal water activities. Knowledge of the types and uses of construction and maintenance projects. Knowledge of utility engineering practices, equipment and materials, and methods as related to water construction and maintenance and repair work. Ability to plan, organize, and direct the work of subordinates in a manner conducive to full productivity, efficient and effective performance. Ability to prepare comprehensive accurate work reports and maintain accurate records. Ability to maintain effective working relationships with subordinates, city officials and the general public.

General Description

Responsible supervisory and technical work in directing operations and skilled tradesmen in water provision, maintenance, repair and construction.

Essential Functions

1. Plans, organizes and supervises water maintenance.
2. Schedules and directs the activities essential to the construction, maintenance, and repairs to the water lines.
3. Conducts daily inspection of chlorinator equipment.
4. Operates, sets up, troubleshoots, and provides input into operations of the Utilities Department.
5. Inspects field work and assists in training personnel.

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6. Makes estimates of time and materials necessary for the completion of projects.
7. Assists in the preparation of construction designs, estimates, standards, and specifications. Handles customer complaints.
8. Maintains records and prepares reports.
9. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight and hearing (with or without correction), ability to communicate both orally and in writing, smelling, reaching, pushing, pulling, walking, sitting, standing, crouching, kneeling, bending, balancing, stooping, climbing, crawling, driving. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and outside in various weather conditions. Works in or with moving objects.

Key Competencies: Initiative, Professional Technical Knowledge, Safety Awareness, Judgment, Thoroughness, Communication (oral and written), Interpersonal Skills