

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Utilities Superintendent
FUNCTIONAL AREA: Public Works Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to perform responsible administrative and management work assisting the Utilities Operations Manager with the planning, organization and management of Utilities operations, maintenance, repair and progress. Employees in this classification perform at middle management, and are responsible for ensuring the safety and quality of the City's Water Distribution and Wastewater Collection facilities and infrastructure. This position also has considerable responsibility in recommending and overseeing the upkeep, upgrade, construction and/or renovation of Utility facilities and all field operations. Employee works with a high degree of independence and initiative, however, confers with the Utilities Operations Manager on matters involving unusual administrative or legal problems.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Recommends, plans, organizes and implements division goals and objectives; recommends and implements the formulation of division operations and procedures.
- Plans, organizes, and implements Utility maintenance, repair and development activities; coordinates renovation, construction and development projects.
- Directs, supervises, evaluates and schedules assigned personnel and lead staff.
- Directs work teams and prioritizes tasks in maintaining emergency response operations to repair water main breaks, service leaks, sewer blockages, Lift Station malfunctions and other unscheduled repairs.
- Establishes and maintains accurate database for Water Distribution and Wastewater Collection scheduled and unscheduled maintenance.
- Administers all field operations performance reviews.
- Routinely inspects Utility facilities and submits recommendations on the upkeep, upgrade, construction and/or renovation of parks.
- Performs moderately complex administrative and accounting duties, e.g., reviews and evaluates project data, generates and submits reports and documentation, researches special projects and issues.
- Serves as project supervisor for Utility improvement projects and monitors facilities construction/renovation.
- Researches and evaluates Utilities to ensure the safety and general welfare of the general public as directed by the Utilities Operations Manager.

Utilities Superintendent

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Associates Degree in Civil Engineering Technology or related field; supplemented by five (5) to seven (7) years responsible experience in general public Utilities management, to include experience in construction, development and facilities maintenance and upkeep; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge of wastewater collection and water distribution systems, development and maintenance.

Ability to understand, follow, coordinate and direct written and oral instructions.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with departmental personnel, management and the general public.

Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching or bending, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (40-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some work is performed in outdoor/shop environments. Due to the nature and location of this work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.