

**MAJOR FUNCTION**

This is responsible administrative and supervisory work in planning, coordinating and directing the construction and maintenance of a municipal water distribution and/or collection system. Work is performed under the general administrative direction of the Manager-Water Distribution and Collection with considerable latitude for the use of independent judgment and selection of work methods and procedures. Work is reviewed through results, inspections and conferences.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans water mains, location of valves, and hydrants; logs locations and records for future reference. Plans all reallocation of water mains and new construction of streets and roads. Directs the service connections to consumer premises for meters and sees that meters are set. Recognizes, assesses and as is appropriate, oversees the correction of potential problems affecting quality water and pressure for fire service and health protection. Insures all materials for new construction and maintenance meet specifications and are available. Provides and requisitions proper materials to handle all potential line breaks and service leaks in the system. Allocates priorities and manpower. Evaluates emergencies and oversees a corrective plan of action. Develops a preventive maintenance program. Supervises and directs the activities of the meter shop, construction and maintenance crews and oversees the maintenance of equipment and property. Investigates complaints and requests for service as required and provides information to plumbers and contractors regarding city regulations. Coordinates field work of Water Division and other City Departments. Recommends hiring, transfer, promotion, grievance adjustment, discipline and discharge of subordinates. Conducts performance evaluations and recommends approval or denial of merit increases. Assists in the preparation of the budget for maintenance, construction and meter divisions. Performs related work as required.

**Other Important Duties**

Ensures opportunities for work crews to receive cross training. Ensures dissemination of notices and other informational materials directed to City staff. Attend continuing education classes to enhance job skills and maintain safety procedures. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the modern methods, materials, and techniques used in the extension and repair of water lines and related facilities. Considerable knowledge of the City water distribution and collection systems, including location and sizes of mains, hydrants, valves, etc. Considerable knowledge of the use of trenching, boring and heavy equipment. Considerable knowledge of the occupational hazards and safety precautions of work. Ability to interpret plans, blueprints, and maps and to prepare comprehensive reports. Ability to supervise and direct the activities of subordinates in an effective manner. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public. Skills in budgeting and planning. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and six years of field experience that includes technical work in water distribution or collection facilities, or an equivalent combination of training and experience. Two years of supervisory experience is also required and may be part of any of the aforementioned experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Must obtain a Leon County Excavation License within 6 months of employment.

Must possess at the time of application and maintain a valid Water Distribution System Operator Level III license in accordance with the Florida Department of Environmental Protection regulations, or a valid Wastewater Collection Class C license, as designated for the position, as a condition of continued employment.

Revised: 10-07-83  
02-15-90  
07-17-98  
12-12-01  
06-23-04\*  
01-07-11  
05-01-11