

**MAJOR FUNCTION**

This is responsible supervisory and specialized work in the operation and maintenance of water production facilities. The work involves the effective and efficient operation of water systems and supervising, assisting, and training water well operators in the operations and maintenance of water production and storage facilities. Work is performed with independence under the general supervision of the Water Quality Control Coordinator. Work is reviewed through inspections, observations, and by results obtained.

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

Compiles daily readings of water pumped, kilowatt hours used, hydrofluorosilicic acid used, and chlorine residual used to disinfect water. Assigns special work assignments to employees as required. Prepares list of repair parts and equipment needed to maintain proper operation of facilities. Makes sure operators cover daily operations of wells. Supervises staff and assists in the maintenance and repair in a variety of different pumps, motors and mechanical equipment at the water wells and storage facilities. Monitors weather conditions to insure for the proper operation of equipment. Insures that the water well operators operate and maintain all water production facilities at a level that meets or exceeds the Department of Environmental Protection standards. Submits monthly reports to the Department of Environmental Protection. Participates in preparation of or prepares specifications for the procurement of equipment necessary to improve or maintain the integrity of water production facilities. Trains new employees in the operation and safety precautions of water production and storage facilities. Inspects facilities (water wells, elevated storage tanks, emergency operational equipment (generators and natural gas or diesel engines) chlorinators, fluoride equipment, electrical controls and circuits, etc.) to determine mechanical conditions and needed repairs. Determines cause of mechanical failures and assigns work to crews. Coordinates and manages internal and external contractors/crews with maintenance for the proper operation of the facilities. Recommends hiring, transfer, promotion, discipline or discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Maintains daily records of equipment repairs and prepares reports. Performs related work as required.

**Other Important Duties**

Monitors lab test results on bacteriological and fluoride samples. Maintains daily records of equipment repairs and prepares reports. Reads blueprints and sketches simple blueprints. Orders parts and materials for mechanical equipment. Performs stand-by/call back duty as required. Performs related work as required.

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

Thorough knowledge of the functions, service requirements and operations of all machinery and equipment associated with water well operations. Considerable knowledge of water chemistry including the processes involved in purification and treatment of potable water. Considerable skills in the application of principles and practices used in the operation and maintenance of water production facilities. Ability to inspect machinery and mechanical equipment to detect flaws and defects in operation. Ability to read meters and charts accurately and maintain records of well performance and other pertinent information. Ability to supervise, train, and direct the activities of subordinates in an effective manner. Ability to analyze treatment and storage facility problems and make decisions. Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.

Minimum Training and Experience

Must possess and maintain a class "B" or higher water treatment operators license as currently outlined in Florida Administrative Code 62.602-300 "Qualifications for Operators Licensure" and four years of experience that includes mechanical maintenance, repair, or preventative maintenance and repair of water well machinery, such as, but not limited to, pumps, motors, compressors, and other equipment or mechanical maintenance work involving the repair and maintenance of pumps, valves, and similar equipment; or an equivalent combination of training and experience.

Necessary Special Requirements

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

Established: 10-18-90

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12-07-95

05-09-02

04-28-04\*

02-05-09

07-11-17