

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: DISTRIBUTION/COLLECTION MANAGER (Job code 355).

GENERAL STATEMENT OF JOB

Under the general direction of the Director of the Department of Environmental and Engineering Services (DEES) or the Director's designee, plans, develops, organizes and directs operations and maintenance activities of the City's water distribution and wastewater collection/transmission systems. The incumbent reviews and supervises the work of subordinate personnel involved in the operation, maintenance, and repair of collection, transmission, and distribution systems. The employee is responsible for the effective, efficient, and safe operation of the associated infrastructure. Technical expertise is essential as error in technical judgment could result in extensive damage to the environment, facilities, or both. Position exercises a high degree of independent judgment in selection of work methods and procedures, subject to review by the department director. Knowledge of local, state, and federal requirements pertaining to water and wastewater operations is essential. Work is reviewed through conferences, reports, and observation of the operational success of the systems and achievement of objectives.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Plans, coordinates, and directs the construction, maintenance, and repair of water distribution and wastewater collection/transmission systems.

Supervises field and shop operations.

Coordinates field work of water and wastewater sections with other City departments.

Supervises the maintenance of work records and certifies field repair logs, if needed, per FDEP rules.

Prepares comprehensive progress and work reports and time and cost reports as required.

Consults with subordinates on matters of workloads, cost analysis, budget requests, records and reports, and priority assignments. Develops work programs and budget estimates for the department.

Plans, assigns, supervises, and evaluates the work of staff; oversees the hiring of new employees.

Requisitions material, tools, equipment, and contractors, as needed, for the operation, maintenance, and repair of the distribution and collection facilities; Supervises and directs contractors and crews; Reviews and approves invoices for payment.

Establishes safety precautions against occupational hazards.

Receives and investigates complaints and requests from the public regarding water and sewer service.

Investigates or refers complaints to appropriate division and follows through to ensure compliance with instructions and directives.

Ensures MOT is set up properly for work areas where traffic is involved.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree supplemented by minimum five (5) years of supervisory experience, or High school diploma supplemented by minimum ten (10) years of supervisory experience, in the construction, maintenance and repair of water distribution and wastewater collection/transmission systems. Florida Level 1 Water Distribution or Sewer Transmission License, or Class C Water Operator's License required. Must possess valid Florida driver's license. A CDL Class B license with an "N" endorsement is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling, and some lifting and carrying objects of moderate weight (up to 50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Abilities: Requires the ability to read a variety of technical materials relevant to water/wastewater regulatory practices and technical aspects of operation and maintenance, ranging from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret a variety of technical information; identify problems, recognize symptoms, causes and alternative solutions; interpret technical journals, procedures, and government regulations; research, compile and summarize a variety of informational and statistical data and materials; and interpret complicated policies, procedures and protocols. Must also be able to effectively use and operate various items of office-related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine.

Verbal Aptitude: Must communicate clearly, efficiently and effectively on a number of different levels in Standard English. Must speak with poise, confidence, and voice control. Must communicate with technical terminology as needed.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; and utilize algebraic principles and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern methods, materials and techniques used in the construction, maintenance, extension and repair of water and sewer lines and related facilities, as well as the tools and equipment used to perform these functions.

Knowledge of water distribution and sewer collection/transmission systems, including location of lines, laterals, size of mains, hydrants, valves, manholes, etc.

Knowledge of machinery, pumps and related equipment.

Knowledge of occupational hazards and safety precautions of work.

Skilled in preparing accurate cost estimates based on engineering plans and drawings.

Ability to accurately read and interpret engineering plans, blueprints and maps.

Ability to prepare comprehensive reports.

Ability to effectively supervise skilled and unskilled employees and complete performance evaluations.

Ability to establish and maintain effective working relationships with other employees, City departments, and the general public.

Ability to keep accurate records and submit accurate reports.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date