

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: DIVISION LEADER – LIFT STATION (Job Code 358.)**

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#### **GENERAL STATEMENT OF JOB**

Under the general supervision of the Distribution and Collections Manager performs skilled and supervisory work in the maintenance and repair of water and wastewater facilities. Employees in this class are responsible for ensuring the efficient machinery, and related apparatus at water and wastewater treatment plants and lift stations. Work is performed with considerable latitude in determining work methods. Work is reviewed primarily through reports, conferences, and efficient operation of equipment and machinery.

#### **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.**

Supervises and participates in the performance of maintenance, adjustment, and repair to a variety of equipment, machinery, and control systems in treatment plants and lift stations.

Designs, installs, and/or replaces equipment and oversees and participates in equipment overhauls.

Assigns daily work orders, maintains time sheets and mileage records, and evaluates and records individual performance of subordinate personnel.

Functions in an on-call capacity, taking customer's complaints and calling in designated personnel for emergency repairs.

Operates heavy equipment such as backhoes, front-end loaders, boom trucks, and forklifts in the performance of tasks.

Maintains budgetary responsibility for parts and supply inventory and equipment maintenance.

Repairs and/or replaces breakers, starters, relay switches, pressure switches, phase monitors, clocks, lights, and alarms in lift station panels.

Supervises and trains subordinates in the safe and effective use of new equipment.

Ensures adherence to established schedules for preventive maintenance and repair, responds to emergencies as directed.

Operates standard and specialized hand and power tools in the performance of tasks.

Assigns replacement of bearings, broken valves, leaky pipes, and faulty faucets.

Maintains various maintenance and service records on personnel time sheets, work completed, and tools and equipment used.

Diagnoses mechanical and electrical problems through manual and electronic measures.

Performs related work as required.

Performs emergency response duties as necessary

## **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or equivalent; supplemented by vocational training, supplemented by four (4) years' work experience in the maintenance and repair of mechanical equipment, structures and installation and repair of water/wastewater utility systems, one (1) year of which shall be in a lead man capacity, or an equivalent combination of training and experience. Must have a valid CDL class "B" driver's license. A Wastewater Collections B Certificate issued by the FWPCOA and experience working with data-flow software and equipment are preferred.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; frequent lifting, carry pushing/pulling objects of moderate to heavy weight (20-50 pounds), and occasionally very heavy (100+ pounds) items.

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 Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas 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 in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. 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 in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

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 are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the practices and materials utilized in the installation and maintenance of a water/wastewater utility system.

Knowledge of the occupational hazards and safety precautions of the work.

Knowledge of federal, state, local guidelines, policies, procedures, and regulations regarding water and wastewater treatment plants and equipment.

Knowledge or record maintenance principles and practices.

Knowledge of effective supervisory principles and practices.

Skilled in operating heavy equipment and hand machinery used in the maintenance and repair of water and wastewater facilities.

Skilled in the use of mechanics tools, diagnostic instruments, and manual and electronic gauges.

Ability to understand and follow oral and written instructions.

Ability to read and interpret mechanical drawings, schematics and maps.

## **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.

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Employee Name and Signature

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Date