

**UTILITIES OPERATIONS MAINTENANCE MANAGER****SUMMARY:**

Under general direction, plans, supervises, coordinates and controls the City's centralized maintenance, construction and repair efforts dedicated to infrastructure; assists the Assistant Director of Public Utilities in carrying out the activities of the sanitary sewer collection and pumping operations divisions; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Assists the Assistant Director of Public Utilities in carrying out sanitary sewer collection and pumping operations and maintenance activities.
2. Assists in the preparation of the divisions' annual budget and conducts purchasing
3. Interviews, trains, motivate, assigns and evaluates work, and disciplines employees according to established City procedures. Conducts performance appraisals.
4. Supports and actively promotes the City's safety programs.
5. Oversees and directs daily activities which may include the repair and maintenance of sanitary sewer collection, pumping stations, and centralized maintenance.
6. Supervises construction and preventive maintenance crews on special projects or assignments as required.
7. Develops, recommends and implements the budgets for the Division; plans, schedules, selects or approves, and requisitions necessary equipment and related supplies.
8. Provides assistance to Engineering Services and other utilities divisions regarding purchase specifications.
9. Conducts on-site inspections to verify the status of projects.
10. Receives, investigates, and responds to citizen questions and complaints.
11. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Knowledge of the principles, practices and procedures of public utilities and/or infrastructure repair and maintenance.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Knowledge of budget preparation, monitoring and administration.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in resolving day-to-day questions and problems regarding equipment, materials, methods, and procedures needed to complete projects.
- Skill in oral communication in one-on-one and group situations.
- Skill in file and records management.
- Ability to establish and maintain effective working relationships with City staff and the public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

## **UTILITIES OPERATIONS MAINTENANCE MANAGER**

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Civil, Environmental, Mechanical or Electrical Engineering, Business or Public Administration or related field, and six (6) years of experience in treatment plant/water/wastewater, sanitary collection field, or private construction, , or any equivalent combination of training and experience. Two (2) years of supervisory experience, required.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.