

## WASTEWATER PLANT MECHANICAL OPERATIONS COORDINATOR

### **SUMMARY:**

Under limited direction, supervises subordinate supervisors, team leaders or workers in the maintenance and operations of the City's wastewater treatment plant, including plant project management, contracts, preventive and corrective work orders, training, and safety/OSHA and perform related duties as assigned. Reports to the Executive Manager of Water Reclamation Services.

**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. Manage Wastewater Treatment Plant computerized maintenance management system.
2. Conducts on-site inspection of projects to identify non-conformance issues.
3. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of their duties.
4. Interviews, trains, motivate, assigns, and evaluates work. Recommends disciplinary action according to established City procedures. Conducts performance appraisals.
5. Prepares daily progress reports and reviews meeting reports.
6. Maintains records and data system.
7. Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies.
8. Assists or participates in performing maintenance and repair work as necessary.
9. Calls in outside contractors when needed and oversees and inspects contract work.
10. Schedules preventive maintenance on a regular schedule
11. Develops recommends and monitors the operating budget for area of responsibility.
12. Maintains inventory of necessary parts and equipment.

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

- Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures related to area of responsibility.
- Knowledge of maintenance principles and practices.
- Knowledge of skilled trades related to electrical, mechanical maintenance and repair and renovation.
- Knowledge of specialized machinery, equipment and tools necessary for the maintenance, and repair of the wastewater facility mechanical/electrical systems.
- Knowledge of project management, including time sheets, invoices, work scopes, work authorizations.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Knowledge of methods, materials, equipment, and safety hazards of utility construction projects.
- Knowledge of computerized maintenance management systems.
- General knowledge of purchasing and procurement policies.
- General knowledge of monitoring and paying invoices.
- General knowledge of wastewater treatment plant operations.
- General knowledge in proper use of tools, chemicals, equipment, machinery and techniques in the wastewater treatment plant.
- Knowledge of plan reviews and on-site construction inspection.
- General knowledge of Florida Administrative Code for wastewater treatment operations.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in reading maps, engineering drawings or blueprints.

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- Skill in resolving day-to-day questions and problems regarding equipment, materials, methods, and procedures needed to complete projects.
- Skill in researching and gathering information related to vendors, contractors, equipment and supplies.
- Skill in maintaining inspection records.
- Skill in analyzing and evaluating information and in expressing ideas clearly when providing oral or written reports and recommendations.
- Skill in working cooperatively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**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 and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** Associates degree from an accredited college or university with a major in Business, Engineering, Environmental Health, or related field and five (5) years experience in the mechanical/electrical maintenance of utility systems, or any equivalent combination of training and experience. One (1) year of lead work or supervisory experience, required. Bachelor's degree, highly desirable.

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