

WATER TREATMENT PLANT OPERATIONS COORDINATOR**SUMMARY:**

Under limited direction, supervises subordinate supervisors, team leaders or workers in the maintenance and operations of the City's water 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 Water Plant Manager.

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 Water Treatment Plant computerized maintenance management system.
2. Manage, monitor and update surface water management tool.
3. Conducts on-site inspection of projects to identify non-conformance issues.
4. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of their duties.
5. Interviews, trains, motivates, assigns, and evaluates work. Recommends disciplinary action according to established City procedures. Conducts performance appraisals.
6. Prepares daily progress reports and reviews meeting reports.
7. Maintains records and data system.
8. Investigate and coordinate a response to citizen concerns.
9. Monitor continuing education requirements for water treatment plant staff.
10. Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies.
11. Assists or participates in performing maintenance and repair work as necessary.
12. Acts as liaison between City representatives and project staff.

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 building construction, maintenance, repair and renovation.
- Knowledge of specialized machinery, equipment and tools necessary for the maintenance, repair and remodeling of public facilities.
- Knowledge of project management, including time sheets, invoices, work scopes, work authorizations.
- Knowledge of ground and underground utilities and how to identify hydraulic and water pressure operated equipment.
- 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 water treatment plant operations.
- General knowledge in proper use of tools, chemicals, equipment, machinery and techniques in the water treatment plant.
- General knowledge of plan reviews and on-site construction inspection.
- General knowledge of Florida Administrative Code for water 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 analyzing information of considerable difficulty and drawing valid conclusions.
- 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 organizing, coordinating and managing large construction projects.
- 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 a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Associates degree from an accredited college or university with a major in Business, Engineering, Environmental Health, or related field, Bachelors preferred, and five (5) years experience in the construction of utility systems or managing utility construction projects, or any equivalent combination of training and experience. One (1) year of lead work or supervisory experience,

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 appointment.