**TOWN OF DUNDEE**DEPARTMENT OF HUMAN RESOURCES

**Position Description**

**POSITION TITLE: UTILITY MAINTENANCE LEAD**

**DEPARTMENT: PUBLIC WORKS**

**SALARY RANGE: $20.00 - $25.00**

**HOURS PER WEEK: 40**

**BENEFIT ELIGIBLITY: NON-EXEMPT ELIGIBLE**

**JOB SUMMARY**

Under the direction of the Public Utilities Director, performs duties to support the Maintenance Division by serving as the Utility Maintenance Lead. Responsible for the planning, coordinating, and supervising of daily functions of the workers within the Maintenance Division.

**ESSENTIAL DUTIES**

Responsible for the planning, coordination, and supervision of Staff for the following: Pump and Motor, Water Pipeline Repair, Wastewater Pipeline Repair and Meter Leads. Maintenance and /repair of critical Infrastructure to include but not limited to water treatment and distribution system (pumps, motors, pipelines, lift stations, bio screens, reuse, drainage systems, electronics, mains, manholes etc.) Responsible for ensuring safe practices and procedures, preventative/predictive maintenance schedules, planning and coordination of activities with other departments.

Perform duties necessary to support the utilities division through inspection, maintenance and repair of distribution system, collection system, lift stations, water, and wastewater facilities to include but not limited to pumps, motors, engines, hydraulics, electrical equipment, meters, compressors, valves, controllers, conveyance systems, feed systems and other items related to lift stations, drainage stations or transfer stations.

Performs and assist with inspections of new construction, infrastructure maintenance and repair services; must have the ability to operate heavy equipment in a safe and efficient manner.

Responsible to ensure the proper training of Personnel. Supervises Personnel and conducts performance evaluations and disciplinary processes and procedures within established organizational and department guidelines, policies and/or directives.

**MINIMUM QUALIFICATIONS**

* One (1) – two (2) years of related experience and/or training.
* High School Diplomas or GED
* Florida Class B Driver’s License
* Five (5) to seven (7) years’ work-related experience as/in mechanic, pump and motor mechanic, construction management required
* FDEP Water Distribution State license
* Microsoft Office Skills

**KNOWLEDGE, SKILLS & ABILITIES**

* The ability to read letters, memos, contracts, professional and industry literature, spreadsheets, and other job-related analysis.
* Work requires substantial independent judgment and decision-making. Must be able to monitor and assess operations, workload, projects, and staff performance.
* The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates, and customers with respect.
* Work is widely varied, involving analyzing and evaluating many complex and significant variables.
* Must be able to monitor and assess operations, workload, projects, and staff performance.
* Must be able to research, compile, analyze data, and then present findings to management in an acceptable format.
* Must exhibit attention to detail, accuracy, and safety.
* Must be able to communicate and present oneself in a professional manner.
* Ability to establish and maintain effective working relationships with City employees, other Federal, State, and local governmental representatives, contractors, consultants, vendors, media, and the public is essential.
* Ability to read, interpret and understand schematics, blueprints, and mechanical drawings/renderings.
* Knowledge of utility mechanics, repair, installation, and maintenance.
* Thorough knowledge of electrical safety, trench safety, and workplace safety practices and procedures, to include but not limited to, lockout/tagout.
* Excellent time management skills and ability to multi-task and prioritize work.
* Excellent written and verbal communication skills

**OTHER REQUIREMENTS**

Must obtain the following certifications/license **within one (1) years of employment and show progression throughout the 1-year period**:

* Advance MOT Certification
* Wastewater collections certificate
* Back flow certification

**Working Conditions and Physical Abilities**

Some work is performed indoors with prolonged sitting and fine manipulation skills required for computer use.

Work is performed outdoors and requires combinations of standing and walking, with occasional lifting of 20-35 lbs. The environment is sometimes stressful in trying to meet customer needs and/or issuing correction and stop-work notices for non-compliance.

There is exposure to sun, noise, fumes, odors, and dust as well as to poor ventilation, slippery work surfaces and the hazards related to water and electricity during inspections. Use of protective clothing such as hardhat, steel-toed boots, and safety best and rain gear may be required at times. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office machinery.

This position may be required to report for work when a declaration of emergency has been declared in Polk County.

The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

***I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.***

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**Signature Date**

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**Print Name**