

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UTILITIES OPERATIONS SUPERVISOR

Department: Utilities
Pay Grade: 112
FLSA Status: Exempt
Job Class: 7073
Risk Code: 7580

JOB SUMMARY

Responsible for supervising and overseeing of operations, maintenance, and regulatory compliance of the water and wastewater treatment facilities throughout the County and for ensuring regulatory compliance and assisting the Operations Manager in short- and long-range planning functions.

ESSENTIAL JOB FUNCTIONS

- Assists with overseeing and inspecting all treatment plant installations in order to coordinate work activities.
- Ensures compliance of all systems with regulatory agencies, which includes monthly operating reports with FDEP and inspections of plants.
- Generates monthly reporting of well withdrawals with both Southwest Florida Water Management District (SWFWMD) and St. Johns River Water Management District (SJRWMD); and bi-annual reporting with SJRWMD.
- Assists in planning and scheduling Divisional projects and programs by making procedural and operational recommendations to the Operations Manager.
- Participates in conferences and meetings and coordinates activities with the community and regulatory agencies.
- Assists in the procurement of equipment.
- Maintains and enforces departmental rules and regulations. Implements a sampling verification plan to meet permit sampling requirements.
- Assists in directing completion of all reactive and preventive plant maintenance functions including wastewater pretreatment and plant maintenance.
- Assists in budget preparation that supports the division and in the development of departmental goals, objectives, and strategies.
- Reviews and submits monthly reports, quarterly summaries, and annual reports in accordance with established regulatory standards.

- Oversees the accurate and timely maintenance of records and preparation of reports by staff under charge.
- Assists in design of and writing specifications for plant expansion, equipment replacement, and rebuilding. Performs plan reviews.
- Assists in supervising professional and technical subordinates responsible for laboratory checks and tests.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of a moderate size staff (five or more), with some indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance, recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and seven (7) years' experience in treatment facilities operations with two (2) of those years being in a supervisory capacity; or an equivalent combination of education and experience.

Licenses or Certifications:

Must possess a valid Florida Driver's License.

- Possession of Class A Water or Wastewater operator's certificate issued by the FDEP in water or wastewater and a Class C operator's certification issued by the FDEP in water or wastewater. The higher license is to be in the treatment discipline over which the individual has supervision (water/wastewater).

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

- Ability to define and solve practical problems and deal with a variety of complex variables in situations where only limited standardization exists.
- Ability to interpret a variety of detailed complex and technical data and instructions furnished in written, oral, diagram, or schedule form.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of EPA, Florida Department of Environmental Regulation, Water Management Districts, and Health Department regulations as they pertain to water and wastewater systems.
- Skills in organization and task prioritization.
- Ability to plan, manage, and supervise the activities and operations of a large-scale utilities treatment plant function encompassing a broad geographical region.
- Ability to establish and maintain effective working relationships with subordinates, County officials, and members of the general public.
- Ability to prioritize and analyze data and meet multiple deadlines.
- Ability to assist in the preparation, development, and presentation of long-range utilities plans and programs.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell; will regularly be required to stand and walk; and will frequently be required to sit, use hands to finger, handle, or feel, taste or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be required to be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, vibrations; and will regularly be exposed to outdoor weather conditions and risk of electrical shock.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.