

**DUNES COMMUNITY DEVELOPMENT DISTRICT
DUNES UTILITY DIVISION
JOB DESCRIPTION**

Job Title: Supervisor – Field Operations
Reports to: Utilities Manager
Date: April 22, 2021
FLSA Classification: Exempt

JOB SUMMARY

Supervise, schedule, and perform operations and maintenance on the District's water and reclaimed effluent distribution, wastewater collection and stormwater systems. Responsible, 24 hours per day, for systems operations and repairs. Establish maintenance standards and supervise programs for monitoring, sampling, flushing, meter testing and replacement, valve and hydrant maintenance, lift station maintenance, and pond aquatic conditions maintenance.

ESSENTIAL JOB FUNCTIONS

- Ensure Dunes CDD Public Water System is operated in accordance with all regulatory compliance standards.
- Develop and oversee water meter testing, maintenance, and replacement programs in accordance with applicable AWWA or District standards.
- Coordinate the job and work order activities of the Field Service Technicians.
- Coordinate the monthly meter reading process.
- Responsible for water quality sampling programs required by State agencies.
- Responsible for following District policies and procedures, including safety guidelines.
- Assist other utility staff in analyzing customer complaints and problems.
- Supervise and oversee all necessary water distribution, wastewater collection and stormwater system repairs by field technicians and/ or qualified contractors.
- Establish and supervise maintenance programs for fire hydrants, valves, backflow prevention devices and lift station equipment and maintain appropriate records.
- Perform other duties as requested by the Utilities Manager & District Manager.

KNOWLEDGE, SKILLS AND ABILITIES

Technical:

- Extensive knowledge of water and reclaimed distribution and wastewater collection systems as well as the maintenance and repair of their component parts.
- Ability to effectively supervise the activities of others and communicate with customers.
- Ability to read engineering drawings.
- Ability to prepare accurate and complete reports and maintain database files.
- Ability to organize and maintain logs and other records.
- Familiarity with Regulatory Agency rules and standards.

Physical:

- Ability to work outside for prolonged periods throughout the year.
- Ability to stand and walk throughout the day and perform occasional lifting of moderate to heavy weights (up to 75 pounds), bend, stoop and reach throughout the day.
- Close concentration, visual attention and need for manual dexterity.
- Non-sensitivity to dust, pollen, and other environmental conditions.

Other Capabilities:

- Possess tact, firmness, patience, reliability, neat appearance, willingness, and capability to accept responsibility, and keenness of observation.
- Ability to use basic and specialized tools required for utility system maintenance.
- Ability to maintain databases and spreadsheets and operate basic office equipment.

CONDITIONS OF EMPLOYMENT

- Hold valid Florida driver's license. CDL license preferred.
- Capability to pass a background check and drug test.
- Ability to maintain a positive and effective work environment for staff and vendors.
- Willingness to report for duty or work additional hours whenever emergencies arise.
- Employees are required to work in a drug-free and smoke-free workplace.

QUALIFICATIONS

- High school diploma.
- Hold valid State of Florida Water Distribution System Operator License (2 or higher) and Wastewater Collection System Certification.
- Backflow Prevention Tester and Repair Certification.
- Aquatic Herbicide Applicator License preferred by not required.
- Supervisory experience (3 years), other additional experience may be considered.

NOTE

The statements contained in this job description reflect general duties as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences. Please be aware that this job description is subject to change at any time due to the changes in technology or departmental procedures. This position requires a candidate who is flexible and open to change.

ACKNOWLEDGEMENT

I acknowledge that I have received the Supervisor Field Operations Job Description and Dunes CDD Employee Handbook. I have read and understand the job's objectives; essential and other functions, minimum requirements, performance standards and working conditions outlined in the Job Description and Employee Handbook and agree to conform to them.

Employee's Signature

Date:

Supervisor's Signature

Date: