



Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

www.townoflakehamilton.com

Water Utilities Superintendent

Position:	Water and Wastewater Superintendent
Department:	Utility Department
Hourly Range:	\$28.00 - \$34.00 Depending on Qualifications.
Part Time:	Non-Exempt
Hours:	Mondays-Friday, 8:00am to 5:00pm Weekends, On-Call
Location:	Lake Hamilton

SUMMARY:

GENERAL PURPOSE

The incumbent will provide leadership to the Utilities department personnel and assist the Public Works Director in assuring the effective coordination of Utility Services programs and strategies required to meet the Town's goals and objectives in providing sustainable quality and cost-effective services. Work under the supervision of the Public Works Director and Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct the day-to-day operation of the water and wastewater crews.
- Monitor the progress of each work assignment daily.
- Assist the Public Works Director in hiring, training, disciplining, and evaluating employees.
- Represent the water and wastewater division at various Town meetings as required.
- Compile various reports regarding water and wastewater
- Establish priorities to deal with emergencies and unanticipated needs.
- Handle personnel difficulties that need to be corrected.
- Provide technical assistance and consult with other departments on matters pertaining to water standards and maintenance.
- Supervise and oversee compliance with Federal, State, and local water quality standards
- Perform related tasks as required.

REQUIREMENTS AND QUALIFICATIONS:

- High School Diploma or GED is required.
- FDEP Water/Wastewater Treatment Plant License Class C or greater.

NECESSARY KNOWLEDGE, SKILLS, AND PHYSICAL DEMANDS/ABILITIES:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Operational characteristics, services, and activities of a Municipal Public Works program.
- Management skills necessary to analyze programs, policies, and Departmental operational needs.
- Be able to perform any and all maintenance of the Town of Lake Hamilton and properly document maintenance performed.
- Be able to communicate in a courteous and comprehensible manner with coworkers and supervision, both verbally and in writing.
- Be able to work safely, in compliance with all safety regulations.
- Be able to operate power tools, heavy equipment, trucks and hand tools. (See “TOOLS AND EQUIPMENT USED” for a comprehensive list).
- Have the knowledge or be able to obtain/learn the knowledge necessary for operation of electronic meter reading equipment and software.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Be able to perform heavy manual tasks for extended periods of time in the heat and cold and rain.
- Be able to establish and maintain effective working relationships with coworkers, supervision, and the public.

NECESSARY KNOWLEDGE, SKILLS AND PHYSICAL DEMANDS/ABILITIES CONTINUED. . .

- Be able to understand and carry out written and oral instructions.
- Handle stress effectively without it interfering with performance.
- Plan, organize, direct, and coordinate the work of lower level staff members in the department
- Identify and respond to community issues, concerns, and needs.
- Analyze problems, identify alternative solutions, and implement recommendations.
- Interpret and apply Federal, State, and Local policies, procedures, laws, and regulations.
- While performing the duties of this job the employee is regularly required to use his/her hands to handle, feel and/or operate objects, tools and/or controls and to reach with his/her hand and arms and legs. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, smell talk and/or hear. The employee must frequently lift and/or move up to 50 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee must be able to work in outside weather conditions such as rain, cold, heat, wet and/or humidity. The employee must be able to work in an environment that has vibration, high/precarious positions, occasional fume/airborne particle exposure. The employee may have to work with toxic and/or caustic chemicals and the risk of electric shock. The noise level in the work environment is usually loud.

DESIRED QUALIFICATIONS

- Prior experience in maintenance and/or construction
- Florida CDL Class B license with air brakes endorsement
- MOR Basic Flagger or greater certification
- Backflow preventer inspection and repair certification

TOOLS AND EQUIPMENT USED

- Motorized vehicles and equipment including dump trucks, pickup truck/utility truck, lawn mowing equipment, chainsaw, edger, hedger, weed eater, jetter/inductor truck, claw truck, saws, pumps, compressors, sanders, generators, hand and power tools, detection devices, phones, ditch diggers, meter reading devices.

SPECIAL CONSIDERATIONS:

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Residency

The Town of Lake Hamilton has no residency requirement but is preferred.