

City of Paxton
Utilities Supervisor

A Water and Wastewater Supervisor oversees the operation, maintenance, and repair of water and wastewater systems, ensuring compliance with regulations and providing safe, reliable service. This role involves supervising staff, managing daily operations, and implementing improvements to existing infrastructure.

Key Responsibilities:

- Directing and coordinating the work of crews involved in water distribution, wastewater collection, and treatment plant operations.
- Ensuring the efficient and effective operation of water and wastewater systems, including treatment plants, pumping stations, and collection networks.
- Maintaining compliance with local, state, and federal regulations related to water quality, wastewater discharge, and other relevant standards.
- Overseeing routine maintenance, emergency repairs, and preventative maintenance programs for all water and wastewater infrastructure.
- Training, supervising, and evaluating staff performance, ensuring a safe and productive work environment.
- Participating in budget preparation and monitoring expenditures related to water and wastewater operations.
- Participating in planning, design, and implementation of system upgrades and improvements.
- Communicating effectively with staff, other departments, and the public, preparing reports on operational activities and performance.

Specific Tasks:

- Supervising crews responsible for installing, maintaining, and repairing water mains, service lines, valves, and fire hydrants.
- Overseeing the maintenance and repair of sewer lines, lift stations, and other components of the wastewater collection system.
- Managing the operation and maintenance of wastewater treatment plants, including monitoring equipment, adjusting treatment processes, and ensuring compliance with discharge permits.

- Monitoring water quality parameters, collecting and analyzing samples, and implementing corrective actions to maintain water quality standards.
- Enforcing safety protocols, conducting safety inspections, and ensuring a safe working environment for all personnel.
- Maintaining accurate records of operational data, maintenance activities, and other relevant information.

Qualifications:

- A high school diploma or equivalent with relevant experience.
- Significant experience in water and wastewater system operations, with progressively increasing supervisory responsibilities.
- Professional certifications in water and wastewater management are required.
- Strong leadership, communication, and problem-solving skills, as well as technical knowledge of water and wastewater treatment processes and equipment. Heavy equipment operator

A water and wastewater utilities department employee's job involves maintaining, repairing, and installing infrastructure related to both water distribution and wastewater collection. This includes tasks like installing and repairing pipelines, maintaining equipment, and responding to emergencies. They also perform duties like operating heavy machinery, following safety procedures, and maintaining accurate records.

- **Installation and Maintenance:**

This includes installing, maintaining, and repairing water and wastewater infrastructure such as pipelines, valves, hydrants, and meters.

- **Equipment Operation:**

Operating various types of equipment, including heavy machinery like backhoes, loaders, and vector trucks, as well as hand and power tools.

- **Emergency Response:**

Responding to emergencies like leaks, breaks, and other issues, potentially requiring on-call availability.

- **Record Keeping:**

Maintaining accurate records of work performed, including service orders, materials used, and time spent on jobs.

- **Safety Compliance:**

Adhering to established safety procedures, including those related to confined spaces and trench shoring.

- **Customer Service:**

May be involved in addressing customer concerns related to water service or wastewater issues.

Specific Tasks:

- Locating leaks and blockages in water and wastewater lines.
- Performing water and sewer taps for new connections.
- Maintaining and repairing fire hydrants.
- Flushing and cleaning sewer mains.
- Inspecting and maintaining equipment like pumps, valves, and meters.
- Adding chemicals to disinfect water (in treatment plants).
- Collecting and testing water and sewage samples.
- Operating and maintaining treatment plant equipment.
- Performing concrete work around water and sewer infrastructure.
- Maintaining and repairing reservoirs, pump stations, and other facilities.
- Assisting in the training of new personnel.
- Participating in hydro-jetting and other excavation work.
- Working with hand and power tools, including jackhammers, pipe locators, and welding equipment.

Qualifications:

- High school diploma or equivalent (GED).
- Valid driver's license.
- Physical ability to perform manual labor and lift heavy objects.
- Knowledge of water and wastewater systems and relevant equipment.
- Ability to follow instructions and work independently.
- **Required Class C Distribution Operator License State of Florida**

MUST BE AVAILABLE TO BE ON CALL.

The City of Paxton is an equal opportunity provider and employer. Hourly Pay - \$18.00

