



# City of Bradenton Job Descriptions

## **Job Title: Superintendent 2-Distribution/Collection**

**Date Prepared:** January 14, 2016

**Department/Location:** Public Works and Utilities – Utilities Section  
Distribution/Collection Division

**FLSA Status:** Exempt

**Bargaining Unit:** None

**Classification:** Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.

**Schedule:** This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.

**Supervision Exercised:** Supervisors, Crew Chiefs and technical staff

**Supervision Received:** Section Manager

**General Purpose of the Position:** The Superintendent performs complex supervisory, administrative and professional work in planning, organizing, directing and supervising the Water Distribution/Sewer Collection Division in the Public Works and Utilities Department.

- Prepares Division budget; monitors and evaluates expenditures.
- Plans, organizes, schedules, supervises and evaluates the work of a large number of employees engaged in the operation and maintenance of electrical systems and traffic signals; reviews proposed plans and specifications with supervisors for expansion, modification and repair of equipment and facilities; plans for future facilities or services expansions and improvements.
- Reviews effectiveness and efficiency of operations and approves corrective measures as necessary; investigates use of new materials and new methods of operation in order to improve efficiency and level of service; prepares reports on Division activities and operations.
- Ensures assigned facilities are operated in accordance with rules and regulations and meet standards set for such operations.
- Establishes Division priorities and schedules projects; works with staff or consulting engineers on design of new facilities or modification of existing facilities; reviews construction activities; prepares technical reports.
- Supervises and participates in the preparation of operating and capital budgets; prepares and approves purchases and requisitions; prepares written specifications for equipment.
- Instructs employees regarding proper work methods and practices and makes periodic inspections to assure that established methods and practices are followed.
- Interviews, selects and/or recommends new hires; supervises, directs and evaluates work of assigned staff; initiates disciplinary or termination actions, as necessary.
- Trains employees as necessary on operations and the use of computer software.



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- Coordinates activities of the Division with other divisions; develops procedures for purchasing and Division operations; operates facilities when required.
- Analyzes work practices as well as cost and time records; conducts cost effectiveness studies.
- Serves as liaison with State, County and City departments and divisions to coordinate work efforts; reviews construction plans and specifications.
- Maintains a repair and preventive maintenance program for the Division.
- Prepares specifications for the purchase of equipment and materials and approves requisitions.
- Effectively manages labor and materials.
- Responds to emergency calls as necessary.
- Performs related work as required.

## **Skills and Physical Abilities Required:**

- Considerable knowledge of:
  - Water distribution and sewer collection systems operations;
  - Construction requirements for water and sewer piping systems;
  - Hazards and precautions associated with trench work and water and sewer line construction;
  - State and federal regulations dealing with installation and maintenance of water and sewer collection systems;
  - Water quality laws, water sampling methods and regulations.
- Knowledge of effective managerial practices and methods and ability to plan, organize, prioritize, coordinate, assign, and evaluate the work of subordinate employees.
- Knowledge of budgeting and fiscal procedures and methods.
- Knowledge of municipal government organizations.
- Ability to establish and maintain effective operation and maintenance programs.
- Ability to assess overall division effectiveness in carrying out its mission.
- Ability to assess and define training needs of subordinate personnel.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain records and to prepare reports.
- Ability to identify problems and to initiate solutions and/or corrective measures.
- Ability to analyze systems, identify problems and determine optimum solutions
- Ability to make accurate decisions in emergency situations where consequences of error could be costly
- Ability to plan, direct, manage and supervise required maintenance, repair or replacement work and make estimates of time, cost and materials needed.
- Ability to build and maintain excellent working relationships with officials and employees of other City departments, vendors, contractors and other members of the general public.
- Excellent work history and attendance record.

**Equipment Used:** Computer, cell phone, telephone, radio. Non-CDL vehicles, light equipment and heavy equipment, power tools and hand tools. If necessary incumbent may operate CDL-class vehicles if properly licensed. Safety equipment and training are provided.

**Education and Experience Required:** High school diploma or GED equivalent. Good driving record and valid Florida driver's license. **Must possess prior to assignment to position either of the following:**



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A. A Florida mandated technical license or certification at the highest level available for area of practice (example: Class A Water Distribution Operator License); **and** a minimum of five (5) years supervisory experience as a Supervisor or equivalent experience in the area of practice.

**OR:**

B. An intermediate-level, pre-approved, practice- appropriate technical license or certification (examples: Class B Wastewater Collection Operator Certification **and** a minimum of seven (7) years supervisory experience with a minimum of three (3) of those years as a Supervisor or equivalent experience in the area of practice.

**Environmental Conditions:** Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

**Commercial Driver License (CDL):** A Commercial Driver License (CDL) is not required for this position but may be helpful. Compensation for CDL licensure is incorporated into salary and incumbent is not eligible for CDL premium pay.

**Pay Grade:** 122

**Salary Range: Minimum:** \$23.68/hour **Maximum:** \$35.52/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Approved:**

**Department Director:** *[Signature]* **Date:** 12-29-16

**Human Resources Director:** *[Signature]* **Date:** 1/10/17

- \*Updated July 10, 2006
- \*\*Updated January 14, 2014
- \*\*\*Updated March 2014
- \*\*\*\*Updated Nov 2015
- \*\*\*\*\*Updated Dec 2015
- \*\*\*\*\*Updated Jun 2016
- \*\*\*\*\*Updated Oct 2016