



Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

www.townoflakehamilton.com

Distribution and Collection System Supervisor

Position: Distribution and Collection System Supervisor
Department: Water or Sewer Department
Hourly Range: \$17.00 - \$23.80
Full-time: Non-Exempt
Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m. Weekends, On- Call
Location: Lake Hamilton

SUMMARY:

GENERAL PURPOSE

Under the direction of the Public Works Director, performs duties to support the Maintenance Division by serving as the Utility Maintenance Supervisor. Responsible for the planning, coordinating, and supervising of daily functions of the workers within the Maintenance Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the planning, coordination, and supervision of Staff for the following: Pump and Motor, Water Pipeline Repair, Wastewater Pipeline Repair and Meter Leads. Maintenance and /repair of critical Infrastructure to include but not limited to water treatment and distribution system (pumps, motors, pipelines, lift stations, bio screens, reuse, drainage systems, electronics, mains, manholes etc.) Responsible for ensuring safe practices and procedures, preventative/predictive maintenance schedules, planning and coordination of activities with other departments. Perform duties necessary to support the utilities division through inspection, maintenance and repair of distribution system, collection system, lift stations, water, and wastewater facilities to include but not limited to pumps, motors, engines, hydraulics, electrical equipment, meters, compressors, valves, controllers, conveyance systems, feed systems and other items related to lift stations, drainage stations or transfer stations. Performs and assist with inspections of new construction, infrastructure maintenance and repair services; must have the ability to operate heavy equipment in a safe and efficient manner. Responsible to ensure the proper training of Personnel. Supervises Personnel and conducts performance evaluations and disciplinary processes and procedures within established organizational and department guidelines, policies and/or directives.

REQUIREMENTS AND QUALIFICATIONS:

- One (1) – two (2) years of related supervisor experience and/or training.
- High School Diplomas or GED

- Florida Driver's License
- FDEP Water Distribution State license
- Microsoft Office Skills

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.

- The ability to read letters, memos, contracts, professional and industry literature, spreadsheets, and other job-related analysis.
- Work requires substantial independent judgment and decision-making. Must be able to monitor and assess operations, workload, projects, and staff performance.
- 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.
- Must be able to research, compile, analyze data, and then present findings to management in an acceptable format.
- 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.
- Be able to do limited computer work, such as checking email, writing a word document, and operating software for meter reading 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.
- Be able to understand and carry out written and oral instructions.
- Be able to work unsupervised throughout the day, while still accomplishing assigned tasks.
- Be able to maintain the tools and equipment that one uses during the course of a workday. You do not need to know how to fix everything, but you need to be able to ascertain if there is a problem with a piece of equipment and notify your supervisor.

- 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 water distribution and collection.
- 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.