

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 560**

**UTILITIES FIELD SUPERINTENDENT**

**GENERAL**

Responsible supervisory work in planning and directing the construction and maintenance activities of water distribution and wastewater transmission systems. Work is performed under general supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, coordinates and directs the construction, maintenance and repair of water distribution and wastewater transmission systems.

Supervises field and shop operations.

Investigates complaints and requests for service as required.

Coordinates field work of water and wastewater sections with other City departments.

Supervises the maintenance of work records.

Prepares comprehensive progress and work reports and time and cost reports as required.

Consults with subordinates on matters of work loads, cost analysis, budget requests, records and reports and priority assignments, develops work programs and budget estimates for the department.

Interviews prospective job applicants, establishes safety precautions against occupational hazards.

Receives complaints from the public regarding water and sewer service.

Investigates or refers complaints to appropriate division and follows through to insure compliance with instructions and directives.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern methods, materials and techniques in the extension and repair of water and sewer lines and related facilities. Considerable knowledge of City water and sewer systems, including locations of lines, laterals, and sizes of mains, hydrants, valves, manholes, etc. Thorough knowledge of machinery, pumps and equipment relative to water purification. Considerable knowledge of occupational hazards and safety precautions of work. Ability to interpret plans, blueprints and maps. Ability to prepare comprehensive reports. Ability to supervise and direct the activities of subordinates in an effective manner. Ability to establish and maintain effective working relationships with other employees and the general public.

**MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by technical training in civil or mechanical engineering. Bachelor's degree in Civil Engineering preferred. Extensive supervisory experience in the construction, maintenance and repair of water distribution and wastewater collection systems. Florida Class "A" Water Distribution or Sewer Transmission License.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to perform strenuous manual labor. Ability to lift up to 50 lbs.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. Title 4/05

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.