

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 558**

**UTILITIES MAINTENANCE MANAGER**

**GENERAL**

Assist in the Administrative and Technical work in the management of the maintenance of the treatment plants. Responsible supervisory and manual work on the installation, maintenance and repair of electrical equipment, mechanical equipment, instrumentation and process control equipment. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12-hour shifts, seven days a week to help provide essential services to our customers. Work is performed under general supervision of the Utilities Treatment Plants Superintendent.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Responsible for supervisory and inspection of work on the installation, maintenance and repair of electrical equipment, mechanical equipment, instrumentation and process control equipment.
- Supervises employees making repairs, provides guidance and routine inspections of their work progress.
- Works with Asset Management/Project Specialist to develop and implement preventative maintenance programs, job plans, scheduling, review and close out of work orders.
- Determines priorities and initiates preventative maintenance programs using asset management system. Inspects and coordinates repairs of complex electrical and process control equipment, including SCADA and PLCs for proper operation.
- Keeps records on equipment life cycle for Capital Replacement Plan. Coordinates work between consultants, vendors and contractors on plant repairs, equipment installations and improvement projects keeping management updated on issues and progress.
- Provide monthly updates for CIP projects.
- Responsible for the sourcing of necessary equipment and materials. Assists Superintendent with budget planning, administration of maintenance contracts, selection/evaluation of personnel, development and mentoring of staff.
- Effectively coordinate maintenance and repair work to plant equipment with the Utilities Treatment Plant Manager and/or Water Treatment Plant Operators.
- Works proactively providing excellent customer service to internal and external customers.
- Follows safety procedures and promotes a safe work environment.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and experience in the installation, maintenance and repair of all sizes of electrical equipment, controls, instrumentation and mechanical equipment, such as, but not limited to, pumps and engines and related equipment.
- Knowledge of standard practices, tools, terminology and safety standards of the electrical and mechanical trades.
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- Ability to operate or oversee operation of metal lathes, drill presses, welding machines and other equipment required to fabricate repair parts as required.
- Ability to supervise others. Sufficient agility and strength to perform manual work.
- Ability to understand construction plans and equipment/facility schematics.
- Ability to effectively supervise others is imperative.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATION**

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by technical college certifications. AA degree or Master Electrician' License is preferred. Industrial Instrumentation Certification through the National Institute For Certification in Engineering Technologies(NICET), or the International Society of Automation(ISA), Certified Control Systems Technician very desirable. At least five years' supervisory experience in Utility Maintenance operations. Experience in the maintenance of low and medium voltage electrical systems and equipment, electrical distribution systems, including experience in the repair and installation of pumping and other mechanical equipment commonly found in a Water Treatment Facility. Construction/project management experience preferred. Candidates must possess effective communication skills with the ability to speak, write, and understand English, with the ability to follow oral and written instructions.

*A comparable amount of training and/or 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 lift up to 50 lbs.

### **SPECIAL REQUIREMENTS**

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

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

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification Plan:** 30/50

**GERS:** Regular Class