



CITY OF ALTAMONTE SPRINGS

JOB POSTING
POSTING #: 2017-004
OPEN UNTIL FILLED

TITLE: Utility Plant Operations & Maintenance Manager

Hiring Range: (3/C) \$47,982/yr. - \$ 55,179/yr.*
(*based on last ten (10) years experience)

DEPT/DIVISION: Public Works/Plant Operations (811)

City Applications will be accepted for Posting #2017-004 until position is filled.

MINIMUM QUALIFICATIONS:

- Computer literacy to include word processing, spreadsheet, email, and Internet experience within a Windows OS.
- Three (3) years progressively responsible management experience, including direct supervision.
- Level C or higher drinking water or wastewater treatment plant operator certification issued by the Florida Department of Environmental Protection.
- Valid driver license. Must obtain Florida driver license within thirty (30) days of employment.

Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

PREFERABLE QUALIFICATIONS:

- Two year degree in Business, Public Administration, or related field
- Level C or higher drinking water and wastewater treatment plant operator certification issued by the Florida Department of Environmental Protection.
- Completion of the following NIMS Courses:
 - Basic IS-700 (6 months)
 - Basic ICS-100 (6 months)
 - Intermediate ICS 200 (6 months)

POSITION FUNCTION:

Provide leadership and management of operation and maintenance of City water and water reclamation facilities by using effective oral and written communication to achieve full compliance with regulatory, safety, and health requirements, ensuring product and service of value and high quality. Apply critical and innovative thinking towards optimization of facility operations and maintenance, staff skill development, and cost efficiencies.

NOTE:

Applicants will be required to complete an Affidavit of Good Moral Character; an Authorization for Criminal History Check; and a Level 2 national fingerprint-based records check.

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM www.altamonte.org

PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

WE ARE PEOPLE WHO CARE ABOUT PEOPLE

Tasks/Duties of Utility Plant Operations & Maintenance Manager

Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.

TASK/DUTY
Manage utility plant operations & maintenance staff to plan, prioritize, assign, and coordinate tasks and duties related to the operation of modern water, wastewater, and reuse plants, and related facilities and AS2I program to ensure regulatory, permit, and public safety requirements are met.
Assists in the development of annual budgets, including capital and operation programs, recommending approval to the Division Director and Department Director.
Serve as point of contact to facilitate communication between Plant Operations/Maintenance and other City workgroups, contractors, or vendors.
Promote effective workgroup relationships through careful listening and oral and written communication, tact, and mature judgment.
Interview applicants for job openings; recommend selection and terms of conditional offer to Division Director.
Promote development of a single Operations and Maintenance group; minimize implication of separate shifts and divisions.
Develop estimates and procure materials as needed for projects. Develop or assist with development of specifications and proposals for equipment and services for divisions 811 and 818. Oversee maintenance of critical inventory items.
Oversee installation and maintenance of security systems at the utility plants.
Maintain discipline and accountability amongst staff. Recommend remedial action as necessary to the Division Director, providing written description of the action.
Ensure accurate and thorough documentation on operations, maintenance, and dispatch logs and reports.
Provide training and equipment to ensure safe working methods and conditions.
Promote advancement of staff skills and knowledge.
Work with Plant Operators to modify operational practices towards improved work method and cost efficiencies.
Utilize computerized maintenance system software (CMMS/MP2) to enter work orders for all repairs, to record troubleshooting and repair methods, and close out completed work. Through the CMMS Technician, maintain updated equipment list (serial numbers, manufacturer, model, etc.) as equipment is added, deleted or modified.
Use SCADA system to monitor current and historical status and trends of the facilities.
Develop and maintain performance plans for direct subordinates; review performance appraisals for all other division 811 & 818 staff.
Actively participate in supervisor/manager staff meetings.
Drive to and from various City work sites, periodically to vendor and/or seminar locations.
Work extended hours or respond to after-hours calls during emergency conditions. Perform additional duties as assigned.
May be directed to act as Division Director – Water/Wastewater/Reuse in his/her absence.

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