

Public Works Department (Water)

Job Descriptions

JOB TITLE: Assistant Director of Public Works & Utilities

GENERAL STATEMENT OF JOB

Under general direction, plans, directs and supervises water, wastewater, reclaimed water, utility billing operations in the Utilities section of the Department of Public Works and Utilities for compliance with all applicable policies, procedures, laws and regulations for effective collection and treatment of wastewater and its residuals, well field operation and development, raw and potable water infrastructure operation and maintenance, potable water treatment, distribution, and storage, arid reclaimed water storage and distribution for the City, billing and collection of water, wastewater, reclaimed water, storm water and solid waste revenues. Performs related technical and administrative work as directed. Reports to the 'Director of Public Works & Utilities I City Engineer.

JOB TITLE: Hydrogeologist

GENERAL STATEMENT OF JOB

Under general supervision, manages the expansion, operation and maintenance of the citywide well field; prepares City responses to well field issues; handles Water Use Permit (WUP}, ground water monitoring, reclaimed water issues for the Wastewater Division; performs all requirements set forth in the City's WUP issued by the Southwest Florida Water Management District (SWFWMD).

JOB TITLE: Lead Water Plant Operator

GENERAL STATEMENT OF JOB

Under general supervision, operates reverse osmosis water treatment processes meeting all regulatory requirements for water quality. Monitors and maintains processes to produce an adequate supply of potable water for the public and to meet firefighting needs. Reports to the Water Plant Supervisor.

JOB TITLE: Water Plant Superintendent

GENERAL STATEMENT OF JOB

Administrative, supervisory, and technical work of a difficult and responsible nature in managing the City's water treatment plant and wellfield activities essential to be in compliance with state and federal regulations. The incumbent is involved in planning, construction, project management, and maintenance of the water treatment plant and associated wellfield appurtenances and raw water withdrawals. Work involves the exercise of considerable judgment and initiative in evaluating water treatment processes and systems. An incumbent in this class ensures compliance with federal, state and local regulatory agencies regarding potable water treatment processes and public health and safety. The incumbent is responsible for conducting research necessary to overcome operational problems and develop improved procedures in the operation of the water treatment including concentrate disposal. The incumbent maintains close contacts and coordinates with licensed water plant operators and mechanics, City officials, and personnel who support the operation of the treatment facility operations. Reports to the Assistant Director Public Works & Utilities.

JOB TITLE: Water Plant Operator

GENERAL STATEMENT OF JOB

Under general supervision, operates reverse osmosis water treatment processes meeting all regulatory requirements for water quality. Monitors and maintains processes to produce an adequate supply of potable water for the public and to meet firefighting needs. Performs maintenance and repairs on the water plant, wells, and equipment, Performs related work as assigned.

JOB TITLE: Water Maintenance Mechanic

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and semi-skilled work in the maintenance and repair of system components to ensure uninterrupted operation of the City's reverse osmosis water plant, raw water supply wells and off-site storage tanks. Coordinates the work of contractors, professionals and vendors providing technical assistance. Performs related work as required. Reports to the Water Production Supervisor.

JOB TITLE: Water Distribution Superintendent

GENERAL STATEMENT OF JOB

Administrative, supervisory, and technical work of a difficult and responsible nature in managing the City's water and reclaimed distribution systems to be in compliance with state and federal regulations. The incumbent is involved in planning, construction, project management, and maintenance of the water and reclaimed distribution systems. Work involves the exercise of considerable judgment and initiative in evaluating distribution system performance and maintenance. An incumbent in this class ensures compliance with federal, state and local regulatory agencies regarding potable drinking water, including Precautionary Boil Water Notifications, public and environmental health. The incumbent is responsible for conducting research necessary to overcome operational problems and develop improved processes or procedures in the distribution of the potable and reclaimed water and conveyance from the wastewater treatment plant (reclaimed) and the water treatment plant (potable) in order to improve efficiencies and to minimize main breaks that could cause system contamination. The incumbent maintains close contacts and coordinates with licensed water distribution operators and mechanics, City officials, and personnel who support the operation of the distribution and conveyance operations. Reports to the Assistant Director Public Works & Utilities.

JOB TITLE: Water Distribution Foreman

GENERAL STATEMENT OF JOB

Oversees all technical work to support the daily operations of the City's water distribution system, including the construction, maintenance and repair of system components to ensure the maximum efficiency and effectiveness of potable and reclaimed water distribution for the City of Dunedin. Provides leadership and supervision of subordinate. Division personnel. Performs related work as required.

JOB TITLE: Senior Water Distribution Technician

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and semi-skilled technical work to support the daily operations of the City's water distribution system, including the construction, maintenance and repair of system components to ensure the maximum efficiency and effectiveness of potable and reclaimed water distribution for the City of Dunedin. Provides leadership and limited supervision of subordinate division personnel. Performs related work as required. Reports to the Water Distribution Foreman.

JOB TITLE: Water Distribution Technician

GENERAL STATEMENT OF JOB

Under supervision, performs skilled and semi-skilled technical work to support the daily operations of the City's water distribution system, including the construction, maintenance and repair of system components to ensure the maximum efficiency and effectiveness of potable and reclaimed water distribution for the City of Dunedin. Provides crew leadership as assigned. Performs related work as required. Reports to the Water Distribution Foreman.

JOB TITLE: Senior Water Service Worker

GENERAL STATEMENT OF JOB

Under general supervision, performs moderately complex skilled and unskilled work in the installation, maintenance and repair of reclaimed and potable water mains, water meters, fire hydrants, backflow assemblies and other water distribution components. Performs related work as required. Reports to the Water Distribution Supervisor or as assigned.

JOB TITLE: Field Service Representative

GENERAL STATEMENT OF JOB

Under general supervision, provides customer service for the water and utility billing divisions, reads water meters utilizing an auto read system, creates leak reports, investigates discrepancies and anomalies, uploads and downloads readings into the billing system and executes work orders for utility billing. Performs related work as required.