

## JOB NOTICE

The City of Port St. Joe is accepting applications for the following position:

### Water Distribution Supervisor – Public Works Department

Applications are being accepted for Water Distribution Supervisor – Public Works Department with the City of Port St Joe. Please submit an application to the City of Port St. Joe, Attn: Charlotte Pierce, P. O. Box 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website, [cityofportstjoe.com](http://cityofportstjoe.com). This position is open until filled. If you have any questions, please contact John Grantland, Public Works Director, at 850-229-8247. Salary Range DOQ.

The City of Port St. Joe is an Equal Opportunity/Affirmative Action Employer and a Drug Free Workplace.

# CITY OF PORT ST JOE

## *JOB DESCRIPTION*

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### **WATER DISTRIBUTION SUPERVISOR**

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**DEPARTMENT:** PUBLIC WORKS - UTILITIES

**GENERAL DESCRIPTION:**

Supervisory and skilled work in the installation, maintenance and repair of the water distribution and water system network. Work is performed under the supervision of the Public Works Director.

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinates work assignments and schedules daily.
2. Supervises and assists subordinates in their daily maintenance activities of shop and field equipment.
3. Inspects installations and repairs.
4. Order materials and parts required for operation and repair.
5. Recommends and enforces City policies and procedures.
6. Trains new employees.
7. Responds to customer complaints.
8. Prepares reports and maintains records.
9. Operates equipment and vehicles.
10. Inspects and helps maintain existing distribution system, new construction, and repairs.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the methods and standards and infrastructures for water treatment and distribution. Knowledge of OSHA and City requirements in safety and operations. Ability to read blueprints, resolve field conflicts, and use a computer. Ability to follow oral and written instructions. Ability to plan and implement work orders. Communication skills. Skill in maintaining equipment used in distribution repair, and maintenance of water infrastructure.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Five (5) years' experience in the repair and maintenance of water systems; and preferably two (2) years' supervisory experience in the operation, maintenance and repair of public utilities infrastructure. Level 1 water distribution license is preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License, (Class to be determined upon employment).

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).  
Acceptable hearing (with or without hearing aid).  
Ability to communicate both orally and in writing.  
Walking, standing, climbing, bending, stooping.  
Driving.  
Depth perception.  
Moderate to heavy (15 pounds and over) lifting and carrying.

**ENVIRONMENTAL CONDITIONS:**

Works inside.  
Works outside with slippery surfaces.  
In or with moving objects.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)