

**PUBLIC UTILITIES OPERATIONS COORDINATOR****SUMMARY:**

Under limited direction, supervises subordinate supervisors, team leaders or workers in the maintenance of the City's parks and irrigation systems, City buildings and facilities, utility infrastructure, including construction, repair and maintenance of wastewater collection systems, water distribution systems, stormwater, treatment plants, streets, and/or lift stations; and perform related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Prepares daily progress reports and reviews meeting reports.
2. Conducts on-site inspection of projects to identify non-conformance issues.
3. Acts as liaison between City representatives and project staff.
4. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of their duties.
5. Investigate and coordinate a response to citizen concerns.
6. Interviews, trains, motivates, assigns, and evaluates work. Recommends disciplinary action according to established City procedures. Conducts performance appraisals.
7. Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies.
8. Assists or participates in performing maintenance and repair work as necessary.
9. Maintains records and data system.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures related to area of responsibility.
- Knowledge of stormwater, streets and drainage construction and maintenance principles and practices.
- Knowledge of skilled trades related to building construction, maintenance, repair and renovation.
- Knowledge of specialized machinery, equipment and tools necessary for the maintenance, repair and remodeling of public facilities.
- Knowledge of the principles, practices and procedures of grounds, parks and facilities maintenance.
- Knowledge of ground and underground utilities and how to identify hydraulic and water pressure operated equipment.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Knowledge of methods, materials, equipment, and safety hazards of utility construction projects.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in reading maps, engineering drawings or blueprints.
- Skill in resolving day-to-day questions and problems regarding equipment, materials, methods, and procedures needed to complete projects.
- Skill in analyzing information of considerable difficulty and drawing valid conclusions.
- Skill in maintaining inspection records.
- Skills in proper use of tools, chemicals, equipment, machinery and techniques in the construction, maintenance and repair of streets, water distribution or irrigation systems, stormwater, sewer mains, laterals, and manholes.
- Skill in analyzing and evaluating information and in expressing ideas clearly when providing oral or written reports and recommendations.
- Skill in organizing and coordinating large construction projects.
- Skill in working cooperatively with others.
- Ability to communicate effectively, both orally and in writing.

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- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Associates degree from an accredited college or university with a major in Business, Engineering, Environmental Health, or related field and five (5) years experience in the construction of utility systems or managing utility construction projects, including one (1) year of lead work or supervisory experience, or any equivalent combination of training and experience. FW&PCOA Class II (B) Water Distribution Certification, required.

A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may utilize upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment. Commercial driver's license, Class B, may be required depending on area of assignment.