



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is a historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

Field Services Manager – Distribution & Collection

Hiring Range: \$2,247.72 - \$3,336.97 biweekly

Pay Range: \$2,247.72 - \$3,336.97 biweekly

Announcement Date May 4, 2018

Public Works Department

FLSA Status: Exempt

Closing Date: Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. We offer paid time off and paid holidays. The City pays up to 90% of employee medical insurance premiums for full time employees.

Characteristics of the Class

Under the general supervision of the Public Works Director, performs highly responsible supervisory and administrative work of considerable difficulty in the operations of the Water Distribution and Wastewater Collection Teams, to include the installation, repair and maintenance of water distribution and wastewater collection field operations systems. Assists Public Works Director with planning, budgeting, organizing, directing, and coordinating departmental functions. Participates in the formulation, implementation and enforcement of departmental policies; provides supervision and administrative and technical assistance to subordinates; conducts investigations and analyzes procedures related to the effective operation and administration of the department. The employee is directly responsible for major functions within the department as assigned. Incumbent uses independent judgment and acquired knowledge in interpreting state laws, local ordinances, and City policies and regulations.

Illustrative Duties (the following are highlights; please contact Human Resources for a detailed job description)

- Oversees the overall operations of the Water and Wastewater Collection and Distribution systems of the Public Works Department.
- Establishes goals, objectives, work plans, and planning schedules; develops operating policies and procedures.
- Assesses personnel training needs; assists in planning, organizing and implementing training programs to achieve maximum personnel effectiveness and to enhance subordinates' career development.

FIELD SERVICES MANAGER

- Develops and implements new operational programs to include Valve Maintenance and Water Main Verification Program; Backflow/Cross Connection Ordinance and Program; Water Meter Testing and Rotation Program; Fire Hydrant Maintenance Program; Emergency Response Procedures; Work Order System; Industrial User Wastewater Pre-Treatment Ordinance; Manhole Rehabilitation Program; Force Main Air Release Valve Maintenance Program; Sanitary Sewer Maintenance Program (Cleaning and Televising)and Lift Station Preventive Maintenance Program.
- Develops and implements computerized preventive maintenance programs and ensures information is stored in the City’s GIS and other related electronic software.

Minimum Qualifications and Education/Licenses and Certifications

Bachelor’s Degree in Civil Engineering/General Construction or related fields, from an accredited college or university, supplemented with ten (10) years or more of experience in water distribution and wastewater collection installation, repair and maintenance, three (3) of which as a supervisor. A comparable amount of training, education, and experience may be substituted for the educational requirements on a year-for-year basis. Must possess the following certifications:

A Level 3 Certification for Water Distribution System Operators from the Florida Department of Environmental Protection, and obtain a Level 1 Certification from the Florida Department of Environmental Protection within twenty-four (24) months; a Class C Voluntary Wastewater Collection System Operator Certification from the Florida Water Pollution and Control Operators Association, or be able to obtain within twelve (12) months; a Class C Voluntary Wastewater Collection System Maintenance Operator Certification from the Florida Water Pollution and Control Operators Association, or be able to obtain within twelve (12) months.

Possession of a valid Florida Driver License.

Essential Physical Skills and Environmental Conditions

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, reaching, stooping, working in confined spaces, and lifting or carrying moderately heavy (25-50 pound) items and occasionally very heavy (100+ pound) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery, hand tools or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, with associated equipment. Work in an office environment, with outside work under various weather conditions. Frequent exposure to noise levels that may cause distractions. Work with or in moving objects and vehicles. Task requires sound, visual, odor, color, depth and texture perception and discrimination. Task requires oral and written communications ability.

A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment may be submitted online, sent or hand-delivered to the Human Resources Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.