

October 14, 2009

**JOB OPPORTUNITY BULLETIN**

# 10378 B

**WE RESERVE THE RIGHT TO CONSIDER POLK COUNTY EMPLOYEES FOR PROMOTION OR TRANSFER PRIOR TO CONTACTING PERSONS NOT EMPLOYED BY THE BOARD OF COUNTY COMMISSIONERS.**

**UTILITIES ELECTRICAL MAINTENANCE SUPERVISOR**

**Job Order # 10379**

**Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:**

**POSITION DUTIES:** Supervisory and technical skilled work as the Utilities Electrical Maintenance Supervisor. Oversees and performs various skilled tasks related to the installation, maintenance and repair of electrical equipment at pump stations and wastewater treatment facilities, and to electrical equipment related to the supply, transmission, treatment, and assurance of the integrity of potable water. Assures water quality compliance with State water standards. Trains, assigns, supervises, and directs the daily activities of assigned personnel. Oversees building and ground maintenance of all utility operation facilities. Performs electrical work in the absence of assigned personnel. Responds to emergencies and coordinates standby teams to respond to after-hour emergencies. Assists Utilities Regional Managers by supervising assigned electrical maintenance personnel engaging in construction, maintenance and/or repair of the water, wastewater and reuse facilities in the region. Trains, assigns, supervises and evaluates the technical work of assigned personnel; inspects work in progress and after completion to assure compliance with work orders and applicable laws, codes and standards; assists crews when necessary; develops weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; enters work schedules into department's computer system; reviews time sheets, prepares reports; conducts performance evaluations; coordinates orientation and on-going training of workers; disciplines personnel as appropriate according to established policies and procedures; assists with job interviews; ensures all technical and personnel problems are resolved using established procedures. Makes routine inspections of Regional facility sites to plan facility expansion; to oversee the performance of, and give any necessary direction/training to, electrical maintenance staff; and to ensure assigned electrical personnel comply to all Federal, State and Local rules and regulations. Performs administrative duties which include but are not limited to: Managing projects by estimating time, material and labor costs; working with engineers to determine the best method to resolve problems; documenting repairs; writing work orders; supervising, documenting and monitoring work costs Submitting requisitions Contributing to the development and preparation of the annual budget by assisting with cost estimates and coordinating the preparation of specifications for equipment and materials. Writing personnel evaluation completing records, reports and related forms as required Assists other regions when personnel shortages occur. Performs related duties as required.

**MINIMUM QUALIFICATIONS:** Graduate of an accredited high school or possess an equivalency diploma and have a minimum of six (6) years combined experience in production facility maintenance and construction of potable water, wastewater treatment facilities and pumping facilities which includes a minimum of three (3) years related supervisory experience. Must possess a valid drivers license and be able to secure a valid Florida drivers license at the time of employment within this classification. A comparable amount of related training and experience may be substituted for the minimum qualifications with the exception of the required licenses/certifications

**SPECIAL REQUIREMENTS:** Must have a Master Electricians License.

**JOB LOCATION:** Utilities Operations, Winter Haven

**WORK SCHEDULE:** 7:00 a.m. – 3:30 p.m., Monday thru Friday

**HIRING RATE:** \$ 20.18 per hour (Pay Grade 23/3269)

**CLOSING DATE:** Pending **dpmbf:** Pending (sm)

Interested applicants and employees should complete a Polk County Application for Employment no later than the closing date indicated above. Applications may only be made electronically on the Polk County BoCC website @

**[www.polk-county.net](http://www.polk-county.net)**

**POLK COUNTY BOARD OF COUNTY COMMISSIONERS, PERSONNEL**

**(863) 534-6030**

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D/VP**

**POLK COUNTY BOARD OF COUNTY COMMISSIONERS, PERSONNEL**

**P.O. BOX 9005, DRAWER CAO3, BARTOW, FL 33830**

**(941) 534-6030,**

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