



**CITY OF BROOKSVILLE**  
**JOB DESCRIPTION**

**POSITION TITLE: Wastewater Collections Field Supervisor**  
**DEPARTMENT: Public Works**  
**DIVISION: Utilities**  
**SUPERVISED BY: Utilities Manager**

**JOB SUMMARY/OVERVIEW OF THE POSITION:**

This is a working supervisory position responsible for directing utility maintenance field staff in the installation, maintenance, and repair of wastewater collection systems and related infrastructure. Work includes oversight of sewer mains, water mains, wastewater lift stations, water meter connections, sewer service connections, and fire hydrant maintenance. The position requires the ability to work independently and as part of a team, maintain safe work practices, and respond to emergencies, including nights, weekends, and holidays. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

**ESSENTIAL JOB FUNCTIONS:**

- Supervise, direct, and work alongside field utility maintenance staff in maintaining and repairing the City's water and sewer infrastructure under the leadership of the Utilities Superintendent.
- Serve as acting Utilities Superintendent in their absence.
- Perform hands-on installation, repair, and maintenance of meters, controls, piping, and related system components, including digging, trenching, backfilling, truck operation, and safe use of tools and equipment.
- Coordinate work schedules with the Utilities Superintendent and enforce safety procedures during routine and emergency situations.
- Oversee utility supply inventory in coordination with the Utilities Superintendent and GIS Coordinator/Inventory Specialist, ensuring cost-effective use of high-quality materials.
- Implement standard operating procedures for valve exercising, fire hydrant testing, and other maintenance programs.
- Provide routine field updates to the Utilities Superintendent.
- Plan, organize, and direct all field-related utility operations and coordinate activities with other City departments.
- Manage employment, training, disciplinary actions, and performance evaluations of field staff (Utilities Tech I, II, and III).
- Serve as the department's public relations representative to residents, responding to concerns and ensuring appropriate follow-up.
- Supervise and participate in inspections of utility construction projects.
- Administer departmental operating policies and review recommendations from staff.
- Perform job layout and cost estimating duties.
- Carry out other duties as assigned by the Utilities Manager.
- On-Call Duty: Employees designated as on-call must adhere to the established City On-Call Policy and their department's Standard Operating Procedures (SOPs) regarding on-call procedures, expectations, and response requirements.
- Perform physically demanding tasks, including reaching, bending, stooping, kneeling, and lifting objects up to 50 pounds.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles, procedures, and best practices in utility maintenance, construction, and repair.
- Thorough understanding of materials, supplies, and equipment used in municipal public works.
- Strong leadership skills with the ability to organize, delegate, and supervise staff effectively.
- Ability to foster positive public relations and represent the City professionally.
- Ability to establish and maintain effective working relationships with City staff, contractors, outside agencies, and the public.
- Knowledge of water and wastewater maintenance programs, tools, and standard safety practices.
- Familiarity with emergency response protocols for utility service disruptions.
- Knowledge of state and local permitting procedures and plumbing/construction codes.
- Ability to read utility plans and coordinate maintenance or repairs efficiently.
- Ability to follow oral and written instructions.
- Proficiency in the use, care, and maintenance of construction equipment and tools.
- Ability to ensure staff compliance with City-issued uniforms and presentable appearance.

**MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

**PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs. Ability to communicate effectively through verbal, written, and visual means. Ability to perform physically demanding work involving reaching, bending, stooping, kneeling, crouching, and lifting up to 50 pounds. Ability to operate large trucks and construction equipment. Regular work hours are Monday–Friday, 7:00 a.m. to 4:30 p.m., subject to adjustment based on projects and services. Overtime may be required.

**EDUCATION, TRAINING, AND EXPERIENCE**

- High school diploma or equivalent required.
- Minimum of three (3) years of public utilities experience, including at least three (3) years in a supervisory role.
- Experience in all phases of water and sewer infrastructure construction and repair (mains, plants, lift stations, etc.).

**LICENSES / CERTIFICATIONS**

- Valid Florida Driver’s License. CDL Class B License, required.
- Wastewater Collection System Operator License: Class C, required. Class B within three (3) years of employment, preferred.

**ADA STATEMENT:** *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

**DRUG-FREE WORKPLACE:** *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Non-Exempt**

**PAY GRADE: SEE CURRENT PAY GRADE SCALE**