



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Water 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 the City's water infrastructure systems. Work includes oversight of water mains, sewer mains, wastewater lift stations, water meter installations, 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:

Employees in this position may be required to perform any or all of the following duties:

- 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 in a leadership role during the absence of the Utilities Superintendent.
- Perform hands-on installation, repair, and maintenance of meters, controls, piping, and related water and sewer system components, including digging, trenching, backfilling, truck operation, and safe use of hand and power tools and equipment.
- Coordinate work schedules with the Utilities Superintendent and ensure adherence to safety protocols during both routine and emergency operations.
- Monitor and maintain utility supply inventory in collaboration with the Utilities Superintendent and GIS Coordinator/Inventory Specialist to ensure cost-effective use of quality materials.
- Implement standard operating procedures for valve exercising, fire hydrant testing, and related utility maintenance programs.
- Provide routine field updates to the Utilities Superintendent.
- Plan, organize, and direct all field-related utility operations and coordinate with other City departments as necessary.
- Take an active role in employment, training, disciplinary actions, and performance evaluations of field staff (Utilities Tech I, II, and III).
- Serve as the department's public relations representative, responding to inquiries and concerns from the general public.
- Supervise and participate in the inspection 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 work involving reaching, bending, stooping, kneeling, crouching, and lifting or moving objects up to 50 pounds.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles, procedures, and best practices in the maintenance, construction, and repair of municipal utility systems.
- Thorough understanding of materials, supplies, and equipment used in public works operations.
- Ability to organize, delegate, and supervise staff effectively.
- Ability to represent the department professionally and maintain positive public relations.
- Ability to establish and maintain effective working relationships with City officials, employees, contractors, outside agencies, and the public.
- Knowledge of utility maintenance programs, components, and related procedures.
- Knowledge of standard tools, methods, and safety practices for water and sewer system repairs.
- Familiarity with emergency response protocols for water and wastewater utility incidents.
- Knowledge of state and local permitting requirements and plumbing/construction codes.
- Ability to read utility plans and coordinate necessary maintenance or repairs in a timely manner.
- Ability to understand and follow oral and written directions.
- Proficiency in the use, maintenance, and care of construction equipment and tools.
- Ability to ensure staff compliance with City uniform standards and professional 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.
- At least three (3) years of public utilities experience, including three (3) years in a supervisory role.
- Experience in all phases of construction and repair of water and sewer infrastructure, including mains, plants, and lift stations.

LICENSES / CERTIFICATIONS

- Valid Florida Driver’s License. CDL Class B License, required.
- Water Distribution Operator License: Level III, required. Level II 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.*

<u>HR INFORMATION</u>	REVISION DATE: 10/2025
FLSA STATUS: Non-Exempt	
PAY GRADE: SEE CURRENT PAY GRADE SCALE	