



UTILITY SERVICES MANAGER

Seacoast has an immediate opening for a Utility Services Managers.

The purpose of the position is to manage staff, budgets, and resources of the Utility Services Department, which includes Fleet Services and General Maintenance Divisions, effectively and efficiently. This position is relied upon to ensure all facility and equipment is properly maintained and available, with emphasis on servicing the needs of all Authority personnel to enable superior performance for the Authority customers.

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Authority.

- Responsible to provide support services including, labor, materials, and heavy equipment for all Authority facilities, directing the activities of the General Maintenance and Fleet Services Divisions.
- Responsible for all Fleet Services including maintenance and replacement of all Authority vehicles and heavy equipment.
- Responsible to coordinate landscape maintenance and pest control for all Authority facilities
- Responsible to coordinate all security services for all Authority facilities, including security equipment, practices and protocols.
- Coordinates and implements response to requests for assistance from all Authority Departments.
- Directs activities of general maintenance and fleet maintenance employees.
- Responsible for inventory control procedures of parts and materials for the Authority's Fleet Maintenance.
- Responsible for the disposal or sale of office equipment, used vehicles and miscellaneous equipment, coordinating with outside consultants and the Authority Finance Department.
- Reporting and follow up on all vehicle accidents, insurance, and the repair of vehicles.
- Coordination and tracking of all mobile and communications equipment, as assigned.
- Responsible for all general maintenance of all buildings, grounds, wells and treatment plants, etc., within the Authority.
- Responsible for site compliance with applicable rules and regulations.
- Verifies and recommends effectiveness and efficiency of the department.
- Manages Fleet and facility assets including preventive maintenance, evaluation, documents and recording against them.
- Responsible for maintenance and replacement of company vehicles, including coordination with outside consultants, if applicable.
- Implements and enforces Authority's safety policies and procedures within the work group. Ensures safety equipment is available and that equipment is used whenever required. Provides initial and annual safety training for all members of the work group and maintains group's safety manual. Corrects hazardous conditions, otherwise notifies management of unsafe equipment or unsafe working conditions. Must always be safety conscious.
- Utilizes employee performance appraisal process to help motivate and develop work group. Provides ongoing consultation with employees requiring same; advises employees of the relative merits of their strengths/weaknesses on a regular basis, applying the Authority's progressive discipline procedures as needed. Prepares and submits employee evaluations in a timely manner.
- Maintains and manages a database of assets for the facilities including general information, inventory, preventative maintenance, and renewal and replacement of assets.
- Must verify accuracy of work group's time.
- Follows Authority's administrative policies and purchasing procedures; enters proper account codes on all purchasing related documents.

- Explains company policies and procedures to work group. Prepares work schedules, providing clear instructions to employees.
- Responsible for the selection and training of new employees.
- Any other duties as reasonably assigned.

Minimum qualifications:

- High school graduate or equivalent.
- Advanced degree in business management or similar contributing experience and education.
- Valid Florida's driver's license.
- Must have extensive experience in the water and wastewater industry, general maintenance, and vehicle repair. Must have demonstrated leadership and supervision skills, and organizational abilities.
- Must be able to communicate effectively with department personnel.
- Any equivalent combination of education, training and experience may be considered. Preferred Qualifications

Hourly range (PG 61): \$33.63 to \$54.67

Outside Hire Starting Pay Range: \$33.63 to \$44.15 hourly depending on qualifications

Closing date: Open until filled

Excellent benefits to include employer paid health, dental, life, short & long term disability and retirement.

To obtain a job application, please visit the Seacoast Utility Authority website at:

<http://www.sua.com/hr-careers/career-opportunities>

Please submit your application to:

Seacoast Utility Authority
Human Resources Department
4200 Hood Rd
Palm Beach Gardens, FL 33410
E-Mail: HR@sua.com
Phone: 561-656-2258