

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: Special Projects Manager/Mechanical/Electrical Technician
DEPARTMENT: Public Works
PAY GRADE: B
SALARY: \$48,910 – \$73,365
VACANCY DATE: April 23, 2019
CLOSING DATE: Open Until Filled

GENERAL DESCRIPTION:

This is a highly responsible position involving the maintenance and operations of the City's sanitary sewer system, stormwater system and the Bascule Bridge. Included is the project management of special projects for the rehabilitation of the city's infrastructure involving mechanical, electrical, and automation control systems. Work is performed under the general supervision of the Public Works Director. This job includes work beyond basic electrical and mechanical work, which shall be performed as required.

ESSENTIAL JOB FUNCTIONS:

1. Inspect, maintain and repair structures and systems.
2. Issue and follow-up on work orders as needed.
3. Maintain relationships with vendors and contractors.
4. Manage technical contracts with vendors and perform project management duties.
5. Perform moderate to advanced electrical and mechanical work including but not limited to plumbing, painting and pressure washing, as required.
6. Serves in a staff position as a "confidential" employee.
7. Will be responsible for the supervision of other employees.
8. Performs related work as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

- Must have mechanical and lubrication experience (Industrial/Military experience is a plus).
- Must have an advanced electrical knowledge.
- Must have knowledge of program logic controllers that are used in automation of industrial electromechanical process.

- Must be proficient in the use of computers, tablets, and smart phones (MS Office, electronic communications, email, text etc.).
- Must be self-motivated and able to accomplish tasks. You must complete your routine maintenance activities each week/month and fill out proper documentation.
- Must have a safety conscious attitude. The employee is expected to use safe work practices at all times and follow safety policies. Report on the job hazards.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skilled with motor controls and relay logic circuits.
- Must be able to read and interpret wiring diagrams.
- Ability to troubleshoot and repair variable frequency drives (VFD) and automatic transfer switches (ATS).
- Must be able to work with programmable logic controller (PLC) integration.
- Hydraulic controls knowledge and repair ability (preferred).
- Ability to work with motors, gear boxes, bearings, etc.
- Skilled with micrometers and feeler gauges for measuring close tolerances and fits.
- Must be able to work with cutting torches.
- Must be able to read and interpret structural framing plans.
- Must speak, read and write English.
- Must be physically fit to perform the job.
- Know proper lockout/tag out procedures.
- Should have a proficient knowledge of Microsoft Office, mail systems, including Microsoft Outlook/Exchange.
- Must be self-motivated and detail-oriented with good analytical problem-solving and decision-making skills.
- Must have excellent customer service and problem solving skills.
- Must have ability to follow complex written and oral instructions; as well as ability to communicate clearly and concisely both orally and in writing.
- Strong analytical, interpersonal and communication skills, and organizational skills in problem solving.
- Ability to establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Associates Degree in Electronics or Technical Certificate from an accredited institution. Military experience in technical field can replace the degree/certificate requirement. Ten to fifteen years of experience in project management, mechanical, hydraulics and electrical preventive

maintenance and major maintenance of electro-mechanical equipment. Must have experience in project management of projects with multi discipline rehabilitations. Bascule Bridge experience is preferred but not required.

A comparable combination of training, education, or experience may be substituted for the above minimum qualification.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to walk up and down stairs.
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to frequently change from walking, standing some lifting and carrying objects of light to heavy weight (5-50 pounds).

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment and in the field at Pump Stations and the Bascule Bridge.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)