

Wastewater Operator – Public Wastewater Utility Key West, Florida

Requirement: Class C or higher WWTP Operator's License

Salary Range \$50,000 to \$90,000

KW Resort Utilities Corp. www.kwru.com

Live and work as an Operator in the paradise that is the beautiful Florida Keys. Compensation package includes health, dental, retirement benefits, paid vacation, paid holidays, paid personal days, and paid membership to The Key West Golf Club. To contact the Utility for an employment application or for other inquiries please email: [hiring@kwru.com](mailto: hiring@kwru.com).

KW Resort Utilities Corp (KWRU) is a Public Utility operating a .850MGD AWT Wastewater Treatment Plant at a single location in Key West, Florida. The Utility is currently hiring a WWTP Operator, responsible for operating the treatment plant in a professional manner in accordance with the Florida Department of Environmental Protection (FDEP) rules and regulations. Class "C" or higher with AWT experience is plus. Qualified candidates must have demonstrated experience in the operation of a wastewater treatment plant. Candidates must have proficiency in process control and must have a demonstrated history of making process control decisions.

Candidates must have a basic understanding of pumps, mixers, blowers, and the electrical and mechanical machinery that is integral to the wastewater treatment plant. Must be proficient with various instruments and meters commonly found in wastewater treatment plants including hand held meters, in-line instrumentation, and laboratory equipment. Candidates must be able to utilize, calibrate, and maintain this equipment in good working order. Operator must be able to communicate clearly and in a timely manner any maintenance problems, mechanical problems, equipment failures, or other pertinent technical information to the Facilities Manager or other Utility Managers.

A representative sample of Wastewater Operator responsibilities includes, but is not limited to the following:

- Responsible for plant and unit processes and their operation. Provides assistance to other plant operations personnel.
- Responsible for the treatment plant meeting Florida Department of Environmental Protection regulatory requirements.
- Communicate in written or oral form in a clear and concise manner with customers, employees, outside vendors, or other professionals who consult for the Utility.
- Maintain accurate and meticulous records, logs, etc. as required by FDEP and Utility management. Must pay attention to detail.
- Identify and solve complex problems utilizing a structured thought process.
- Solves problems from a macro perspective of what's best for the Utility verses a micro view.
- Must be able to work with management, take direction from management, and utilize constructive feedback from management to change activities or behaviors.
- Follow all corporate policy, procedure, work instructions, or SOPs.
- Must be able to act in accordance with and promote corporate goals and values.
- Must be accountable and be willing to take on additional assignments.
- Must be able to meet deadlines.
- Must be a team player who is willing to mentor, assist, or motivate other employees.

- Must be able to schedule and prioritize and coordinate with management for the use of corporate resources.
- Maintain laboratory records and carrying out the sampling regime as required by the DEP Permit and the Utility in-house process control sampling and laboratory work.
- Communicate and interact with contract lab technicians, vendors, customers, and other utility employees in all matters that relate to the proper functioning of the treatment plant or related unit processes.
- On occasion must be capable of responding to inquiries from Utility Engineers, Accountants, Board Members, or Managers in written or verbal format as dictated by the situation or request.
- Must be willing to be on a rotational on-call schedule.
- Works in collaboration with the Facilities Manager to plan maintenance, make emergency repairs, or provide other information that may be required to purchase, repair, or maintain equipment or machinery.
- Must maintain concern for cost and quality and consequences of each when making purchases or recommendations for purchases.
- Must be able to utilize a smartphone to access SCADA applications to monitor and control the wastewater treatment plant remotely. Must be comfortable changing parameters on user interfaces on devices at the treatment plant. Must possess the ability to work with office equipment including computers and office phone systems.
- Responsible for implementing and carrying out safety protocols at the Wastewater Treatment Plant including but not limited to Corporate Policy, Corporate SOP's, Company work instructions, and OSHA requirements.
- Must possess a valid Driver's License issued by the State of Florida and must have a good driving history.
- Must be capable of lifting 60 pounds. Must be able to perform physical work utilizing equipment and tools as necessary. Must be able to walk on uneven surfaces often and climb ladders and stairs frequently. Must be physically able to operate valves, winches, and other typical wastewater treatment plant appurtenances.

Lead Operator - Wastewater

Key West, Florida

Class B or Class A Florida WWTP Operator's License

Salary Range \$70,000 to \$90,000 plus overtime

KW Resort Utilities Corp (KWRU) is a Public Utility operating a .850MGD AWT Wastewater Treatment Plant at a single location in Key West, Florida. The Utility is currently hiring a Lead WWTP Operator, responsible for operating the treatment plant in a professional manner in accordance with the Florida Department of Environmental Protection (FEDP) rules and regulations. The wastewater physical plant and all associated plant operations are under the supervision of the Lead Operator. Qualified candidates must have demonstrated experience in the operation of a wastewater treatment plant. Candidates must have proficiency in process control and must have a demonstrated history of making process control decisions. Previous supervisory experience is preferred.

The Lead Operator is responsible for training other operators and plant maintenance personnel. The Lead Operator also supervises all of the daily activities that relate to treatment plant operations. The Lead Operator is responsible for the treatment process and shall govern or delegate any changes or adjustment to the process. The Lead Operator will collect data or supervise the collection of data and shall analyze the process data frequently for trending, tracking, or making other operational decisions or adjustments. The Lead Operator is responsible for troubleshooting and solving complex plant operation problems and utilizing in-house, as well as outside, engineering and technical resources to solve, investigate, or troubleshoot treatment plant or related problems.

Candidates must have a basic understanding of pumps, mixers, blowers, and the electrical and mechanical machinery that is integral to the wastewater treatment plant. Must be proficient with various instruments and meters found in wastewater treatment plants including hand held meters, in-line instrumentation, and laboratory equipment. Candidates must be able to utilize, calibrate, and maintain this equipment in good working order. Lead Operator must be able to communicate clearly and in a timely manner any maintenance problems, mechanical problems, equipment failures, or other pertinent technical information to the Facilities Manager.

- Responsible for plant and unit processes and their operation. Provides oversight, manages, and provides training, technical support, and assistance to other plant operations personnel.
- Responsible for the treatment plant meeting Florida Department of Environmental Protection regulatory requirements.
- Communicate in written or oral form in a clear and concise manner with customers, employees, outside vendors, or other professionals who consult for the Utility.
- Maintain accurate and meticulous records, logs, etc. as required by FDEP and Utility management. Must pay attention to detail.
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- Solves problems from a macro perspective of what's best for the Utility verses a micro view.

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- Must be able to work with management, take direction from management, and utilize constructive feedback from management to change activities or behaviors.
- Follow all corporate policy, procedure, work instructions, or SOPs.
- Must be a leader and must act in accordance with and promote corporate goals and values.
- Must be accountable and be willing to take on additional assignments.
- Must be able to meet deadlines.
- Must be a team player who is willing to mentor, assist, or motivate other employees.
- Trains employees on plant operations and responsible for demonstrating and enforcing safe work practices on the treatment plant and affiliated unit processes.
- Must be able to delegate work to others and manage others. Must be able to provide constructive feedback to employees.
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Key West -Public Wastewater Utility is looking for Full Time Field Technicians.

Candidates should have the ability to learn new skills, be self-motivated, and 100% reliable. Applicants should be hard working, task oriented, possess written and verbal communication skills, and be able to work in a team environment. Candidates should be able to analyze problems, make necessary corrections, prioritize subtasks and complete work in a timely manner. Candidates must have a good driving record and valid Driver's License and be willing to be on a rotational schedule for "on call" duty. Applicants shall demonstrate measurable mechanical ability OR have experience in utility, construction, industrial/mechanical work, or other related field.

Wastewater Industry specific knowledge and/or experience a big PLUS including collection system maintenance. Utility Compensation package includes Health, Dental, Retirement Benefits, Paid Vacation, and excellent pay. Email Resume/Employment Letter to [hiring@kwru.com](mailto: hiring@kwru.com)

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305.295.3301
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2014 Administrative Group Job Descriptions

Billing/Accounts Receivable and Customer Service (Judi Irizarry)

Billing/AR description and requirements

Performs difficult technical and administrative work overseeing utility's billing and collection activities; does related work as required. Work is performed under general supervision and this position reports to the Utility's President. Supervision is exercised over subordinate technical and clerical personnel when staff is assigned by President. Utilizes El Dorado billing system to track all base rates, measured sewer revenues, customer deposits, adjustments, dis/reconnects, emergency service, field inspection and testing, and all other billable activities the Utility engages in.

- Greet customers, answers questions concerning bills and process;
- Oversees, supervises and participates in the collection and resolution of fees, utility payments, deposits, capacity assessments, and other revenues both on timely and delinquent accounts;
- Receives and resolves or processes customer inquiries and complaints on utility bills;
- Reviews accounts for necessary monthly adjustments;
- Reviews commercial account customers for irregular activity;
- Works out payment arrangements and agreements with customers and monitors compliance;
- Identifies billing errors, calculates utility bill adjustments;
- Identifies customers who are due refunds, coordinates refunds with accounting;
- Maintains records and works with the court system, banks, title companies with regard to Estoppel requests, foreclosures, etc.;
- Acting liaison between the Utility and the FKAA regarding water meter files, misreads, data conflicts, etc.
- Prepares tampering letters, theft of service letters, etc., sends letters and bills the associated fee to the customer's account when needed;
- Monitors accounts for payments and customer inquiries; participates with banks, collection agencies, title companies, property managers, attorneys with regard to changes of ownership.
- Directs and supervises utility collection and customer service activities;
- Prepares and administers disconnect list on delinquent utility accounts;
- Prepares work orders to have meters read and/or checked;
- Posts records and prepares reports concerning billing, collections, and all other pertinent reports from the billing system.
- Acts as backup for administrative and clerical positions;

Customer Service description and requirements

- Works with the Utility's customers by answering billing, collections and service questions; suggesting information about online bill pay and working out payment agreements.

- Opens customer accounts by following Utility/PSC procedures regarding account set up and wastewater application for service information.
- Maintains customer records by updating account information.
- Resolves billing, collection or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Maintains financial accounts by processing customer adjustments.
- Recommends potential products or services to management by collecting customer information and analyzing customer needs.
- Prepares service reports by collecting and analyzing customer information.
- Contributes to team effort by accomplishing related results as needed.

Serves customers by providing billing and utility service information; resolving billing or service problems. Service problems are solved by identifying the cause of the problem and elevating the issue to the appropriate manager as the situation dictates.

Customer Service General Requirements: Utility Knowledge, Quality Focus, Problem Solving, Regulatory Knowledge (PSC), Documentation Skills, Listening, Phone Skills, Resolving Conflict, Analyzing Information, and Multi-tasking.



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2014 Administrative Group Job Descriptions

Accounting Specialist

Responsible for overseeing and coordinating plant accounting processes. Ensures the integrity and accuracy of the company's financial records in compliance with Generally Accepted Accounting Principles (GAAP) and (NARUC) Uniform System of Accounting and KWRU policies and procedures, and wastewater industry standards as they relate to the utility's accounting.

Oversees the customer contributions in aid of construction accounts. Verifies, approves, and processes all customer contributions in aid of construction accounts. Audits and verifies all customer contributions in aid of construction accounts for compliance with company policies and PSC regulations.

Compiles and analyzes budget, actual, and forecast data for capital and O&M to develop operating and capital budgets. Audits and verifies data used as inputs to the budgeting process to ensure the integrity of the Budget and planning methods. On a monthly basis monitors over/under of expense accounts in order to evaluate services/products/commodity rates to ensure that the Utility can deliver service while adhering to the Budget. On a monthly basis monitors over/under of income accounts in order to evaluate revenue streams to ensure that the Utility can generate the forecast revenue to meet the Budget's requirements. Reports any irregularities or unusual trends to Utility management.

Prepares Monthly Financial Report that is provided to ownership, Board Members, and Utility Management. Prepares financial reports and compiles information to be transmitted to outside CPA to facilitate tax preparation. Prepares financial information and reports to assist outside accounting firm to prepare PSC Annual Report.

- Ensuring timely and accurate processing of accounting transactions
- Ensuring proper NARUC account codes, budget codes, and management reporting codes are used when coding financial transactions
- Reviewing necessary financial data from various sources on a timely basis in order to meet reporting requirements
- Reviewing work order entries for accuracy and consistency

- Ensuring proper NARUC policies and procedures are used when reporting Capital accounting transactions
- Preparing account reconciliations
- Preparing capital, budgetary, management, and regulatory reports and detailed analysis
- Ensuring that all work orders and plant records are maintained in compliance with company policies, GAAP, wastewater utility industry practices, PSC regulations, and NARUC requirements
- Ensure accounting policies and procedures are followed by company personnel
- Ensuring the integrity and accuracy of the financial records
- Applying accounting theory to new business transactions to ensure sound accounting practices

- Identifying process improvement opportunities, then developing and implementing action plans to improve processes
- Determining appropriate NARUC account codes, budget codes, and management reporting codes used to code financial transactions
- Resolving company work and system process issues related to work orders, plant assets, and accumulated depreciation
- Solving problems related to the daily operations of work orders, plant assets, and accumulated depreciation
- Prioritizing daily work requirements for this position
- Participating in the decision-making of department procedures, policies, and goals
- With management approval implement changes in accounting policies and procedures.
- Identify issues with financial transactions that could materially impact the company.



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2014 Administrative Group Job Descriptions

Clerical and Administrative

- Filing, typing, and preparing documents
- Projects such as gathering information by phone, letter, email or in person
- Research for projects for management
- Recording and updating databases
- Photocopying and scanning documents
- Sorting and handing out mail
- Staffing the reception desk, answering phones, greeting customers and vendors, taking messages, etc.
- Ordering office supplies and gathering them from local stores when necessary
- Managing Logs (callout logs, private system contact logs, emergency contact log, etc.)
- Payroll – review time cards, calculate hours and enter hours into database, record vacation and sick time, cross check call out logs to ensure all call outs that are billable have been sent to the billing department.
- Assist operations group by maintaining inventory, tracking equipment, tracking warranty periods, etc.
- Responsible for quality control of information being provided by field personnel
- In charge of documenting and administering Utility Monitoring programs (i.e. Grease Trap monitoring, back yard survey in Utility easements, etc.)
- Providing assistance when called upon to accounting/billing/customer service/etc.
- Office organization
- Performs administrative duties for management.
- Screening calls; managing calendars; making travel, meeting and event arrangements
- Preparing reports and financial data
- Training and supervising other staff
- Customer relations.
- Requires strong computer and Internet research skills
- Must be flexible and have excellent interpersonal skills
- Coordination of office activities
- Work well with all levels of internal management and staff, as well as outside clients and vendors.
- Sensitivity to confidential matters may be required.

Lead Wastewater Plant Operator Wanted

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KW Resort Utilities, Corp.
MECHANICS/MAINTENANCE

Key West Wastewater Utility is looking for skilled full/part time mechanics. Candidates must have the ability to maintain industrial equipment, pumps, and blowers. Candidates shall have basic troubleshooting skills relating to electromechanical equipment. Welding skill a bonus. Must be able to document maintenance work. Candidates shall be dependable and willing to be scheduled on call, and must live, at time of employment, South of MM 25. Hours are flexible and pay and benefits are commensurate with experience and qualifications. Send resumes to KWRUemployment@gmail.com or FAX to 305-295-0143

Under general supervision perform a wide variety of skilled wastewater maintenance activities including installation, modification, maintenance and repair of mechanical equipment and machinery used in the operation of wastewater treatment plants or collection systems. Infrastructure work includes sewer lift station maintenance, vacuum system maintenance, operation and maintenance of reuse storage and distribution facilities, power generation, chlorine and other chemical feed systems.

Candidate should be able to perform a wide variety of skilled duties as assigned and work independently or in a team environment. Such duties include troubleshooting/analysis in performing maintenance or repairs or during servicing of field and shop equipment, vacuum system components, facilities maintenance, and machinery associated with the treatment of wastewater, collection of wastewater, or distribution of reuse water. Attain proficiency in the vacuum and forcemain gravity wastewater collection system and capable of working on pipes, seals, shafts, gears, motors, bearings, couplings, chemical lines and feed systems, lift stations, vacuum stations, valves, and pumping equipment. Candidate should be capable of the testing and monitoring of equipment and machinery for excessive vibration, seal fail, over temperature, or output problems.

Repairs and maintenance treatment plant machinery including blowers, mixers, generators, pumps, chemical feed systems, etc.

Organizes and consults with outside vendors in the testing, repair, and maintenance of equipment.

Installs maintains and repairs equipment including machinery, equipment, blowers, pumps, alarm systems, and other apparatus used in the treatment and conveyance of wastewater.

Operate and maintain sewer lift station facilities, equipment, and machinery using manuals, following written or oral instructions, or by utilizing computer based information.

Maintain and service compressors. Maintains, installs, and aligns electric motors.

Operate lifts, tractors, jet rodders, portable and stationary generators, hydraulic and electric tools, shop machines and other related tools and equipment

Operate lifts and other mechanical devices to lift loads including; slings, cable, spreader bars, chains, etc.

Install, replace, repair and maintain chemical feed tubing and work on chemical lines.

Perform maintenance activities on generators, analyzers, chlorinators, reuse distribution pumps, blowers, pool pumps, vacuum pumps, forcemain and gravity lines and the affiliated valves, pumps, and other appurtenances.

Understanding and knowing proper techniques for using tools and equipment used in the installation, maintenance, and repair of industrial/mechanical equipment and machinery common in wastewater treatment plants, lift stations, and vacuum systems.

Adherence to safety practices and safe work methods at all times. Understanding safety regulations that pertain to wastewater and the work environment at the treatment plant, at lift stations, or in the collection system.

Mechanical proficiency related to the various job functions and equipment used in the Utility's operation and maintenance activities.

Must be able to diagnose and repair a wide variety of industrial mechanical equipment systems and machinery such as valves, motors, pumps, and other equipment common in the wastewater industry.

Use instruments to measure mechanical parts and meters to measure electrical voltages and amperage

Use hand tools, measuring instruments, and other equipment common in the wastewater industry.

Exercise independent judgment within the company or industry guidelines.

Coordinate work with others in the company as directed.

Follow written and oral work instructions.

Must be able to use the following tools and equipment; trucks, fabrication equipment, hand and power tools, instruments, grinders, drills, and air compressors. Candidate should also be able to fill out logbooks, read charts & graphs, and operate push to talk function on phone. Experience with VFD's and PLCs a bonus.

Employee should be able to climb stairs and ladders, stand, kneel, crawl, and crouch and safely be able to lift up to 40 pounds on a regular basis. Employee should be able to withstand exposure in all weather conditions including extremely hot weather and rain storms. Candidate should also be able to work with hazardous chemicals such as hypochlorite, ferric compounds, and sodium hydroxide.

Candidate is willing to be scheduled on call for 24 hour call on a seven day basis including weekends and be able to work overtime if called for.

Response to emergency leaks in a vacuum system and makes emergency repairs to vacuum pits and buffer tanks.

Maintain, repair, rebuild, and service pumps, piping, valves, etc. on the forcemain collection system and vacuum valves.

Perform line cleaning duties with high pressure line cleaning equipment.

Map out and document field work in the service territory during surveys.

Fabricate and install piping for pumping installations which may include the following: plumbing, pipe fitting, electrical assistance, or other operations that are required for such work.

Be on call as scheduled and necessary to respond to emergency situations.

Assist in working with others as assigned.



[KW Resort Utilities Corp](#)

6630 Front Street
Key West, FL 33040
305.295.3301
FAX 305.295.0143
www.kwru.com

Maintenance Supervisor

Supervisor in charge of tracking, scheduling, and documenting all preventative maintenance on Wastewater Treatment Plant, Vacuum Station, and entire collection system.

To plan, manage, document, supervise, and oversee the overall maintenance and repair of wastewater facilities and assets (trucks, jet rodder, generators, trash pumps, compressors, etc.). Provide daily supervision over the maintenance and support wastewater facility assets including preventative, breakdown, predictive repairs and/or replacement of wastewater assets. Manage the reliability and maintainability of assets, processes, utilities and facilities considering loss elimination, risk management, and life cycle asset management

Key Responsibilities:

- Perform technical, supervisory, and managerial work directing the overall maintenance and repair of the wastewater treatment plant, vacuum station, lift stations, vacuum pits, buffer tanks and all related valves, controls, and appurtenances. Plan, prioritize, assign, supervise, review, and evaluate the work of staff and interface with vendors in the course of maintaining wastewater facilities.
-
- Ensure activities are closely coordinated with WWTP operations staff, purchasing department, engineering, vendors, and contractors as necessary, to minimize disruption of operations and ensure compliance with all applicable federal and state regulations and permits.
- Manage emergency work and the communication of information throughout the activity.
- Ensure planned maintenance is done efficiently, effectively, and complies with planned maintenance schedule. Assist the Utility Vice President with development of the schedule to ensure materials, equipment and personnel are available to perform the work. Assist VP in developing the detailed work plans for preventative maintenance, equipment repair, and replacement, and predictive maintenance programs. Make schedule adjustments as necessary and communicate any schedule revisions.
- Oversee the preventive maintenance, equipment repair and replacement, and predictive maintenance work; track and schedule work assignments, ensure equipment downtime is minimized, direct maintenance and repairs as needed to ensure operational integrity and regulatory compliance are maintained.
- Mentor and Lead, motivate, develop, and evaluate all personnel assigned to you.

- Be a leader in implementation safety. Ensure adherence to safe work practices and procedures; provide and/or report any issues or ideas to KWRU Safety Coordinator.
- Provide and/or coordinate technical training on equipment and maintenance (i.e. LMI pumps)
- Evaluate efficiency and effectiveness of equipment and repairs and evaluate equipment conditions and life cycle costs with Utility Management.
- Assist in the review of proposals or purchasing contracts with an eye toward including preventive maintenance, repair, and replacement for wastewater treatment equipment.
- Ensure all service requests are resolved in a proper and complete manner; respond to inquiries in a courteous manner, resolve complaints in an effective and timely manner. Make follow up phone calls to owners/customers when necessary.
- Recommend and assist in the implementation of goals and objectives; implement and/or fully support policies and procedures of the Company (even if you don't agree with every one of them).
- Participate and assist with the preparation and administration of the budget when called upon; assist with project planning; submit budget recommendations and capital improvement recommendations; monitor expenditures.
- Assist with the requisition of supplies and materials for maintenance activities/projects; assist in preparation of specifications for service, materials, and equipment purchases.

Provide information in a courteous manner to any administrative employee who asks you to communicate your work verbally or in written format.

Specific Duties include the following:

- Organize and keep inventory/stock of necessary parts (electrical, airvac, plant, etc)
- Under the direction of Operations Manager, assign daily tasks to crew and prioritize these tasks with Operations Manager
- Ensure the following tasks are done at their scheduled intervals and proper records kept:
 - Quarterly Lift Station Preventative Maintenance
 - Perform Quarterly Plant Maintenance
 - Annual AIRVAC pit/buffer tank maintenance
 - Line cleaning (6 month interval)
 - Annual Backyard survey (prior to hurricane season and more frequently if required)
 - Busch Vacuum Pumps – oil/filters as required by O&M manual
- Act as point person for contractors working onsite to repair or troubleshoot existing equipment (not expansion project)



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Maintenance Position

KW Resort Utilities is hiring a Maintenance Technician. Applicants should be reliable, hard working, task oriented, possess written and verbal communication skills, and be able to work independently and in a team environment. Must have a valid Driver's License and be willing to be on a rotational schedule for "on call" duty. Background in electrical, plumbing, or wastewater experience preferred. Pay range \$20.00-\$30.00/hour and will commensurate with experience. Compensation package includes health, dental, retirement benefits, and paid membership to Key West Golf Club. Contact [hiring@kwru.com](mailto: hiring@kwru.com)



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Maintenance Supervisor

Supervisor in charge of tracking, scheduling, and documenting all preventative maintenance on Wastewater Treatment Plant, Vacuum Station, and entire collection system.

To plan, manage, document, supervise, and oversee the overall maintenance and repair of wastewater facilities and assets (trucks, jet rodder, generators, trash pumps, compressors, etc.). Provide daily supervision over the maintenance and support wastewater facility assets including preventative, breakdown, predictive repairs and/or replacement of wastewater assets. Manage the reliability and maintainability of assets, processes, utilities and facilities considering loss elimination, risk management, and life cycle asset management

Key Responsibilities:

- Perform technical, supervisory, and managerial work directing the overall maintenance and repair of the wastewater treatment plant, vacuum station, lift stations, vacuum pits, buffer tanks and all related valves, controls, and appurtances. Plan, prioritize, assign, supervise, review, and evaluate the work of staff and interface with vendors in the course of maintaining wastewater facilities.
-
- Ensure activities are closely coordinated with WWTP operations staff, purchasing department, engineering, vendors, and contractors as necessary, to minimize disruption of operations and ensure compliance with all applicable federal and state regulations and permits.
- Manage emergency work and the communication of information throughout the activity.
- Ensure planned maintenance is done efficiently, effectively, and complies with planned maintenance schedule. Assist the Utility Vice President with development of the schedule to ensure materials, equipment and personnel are available to perform the work. Assist VP in developing the detailed work plans for preventative maintenance, equipment repair, and replacement, and predictive maintenance programs. Make schedule adjustments as necessary and communicate any schedule revisions.
- Oversee the preventive maintenance, equipment repair and replacement, and predictive maintenance work; track and schedule work assignments, ensure equipment downtime is minimized, direct

maintenance and repairs as needed to ensure operational integrity and regulatory compliance are maintained.

- Mentor and Lead, motivate, develop, and evaluate all personnel assigned to you.
- Be a leader in implementation safety. Ensure adherence to safe work practices and procedures; provide and/or report any issues or ideas to KWRU Safety Coordinator.
- Provide and/or coordinate technical training on equipment and maintenance (i.e. LMI pumps)
- Evaluate efficiency and effectiveness of equipment and repairs and evaluate equipment conditions and life cycle costs with Utility Management.
- Assist in the review of proposals or purchasing contracts with an eye toward including preventive maintenance, repair, and replacement for wastewater treatment equipment.
- Ensure all service requests are resolved in a proper and complete manner; respond to inquiries in a courteous manner, resolve complaints in an effective and timely manner. Make follow up phone calls to owners/customers when necessary.
- Recommend and assist in the implementation of goals and objectives; implement and/or fully support policies and procedures of the Company (even if you don't agree with every one of them).
- Participate and assist with the preparation and administration of the budget when called upon; assist with project planning; submit budget recommendations and capital improvement recommendations; monitor expenditures.
- Assist with the requisition of supplies and materials for maintenance activities/projects; assist in preparation of specifications for service, materials, and equipment purchases.

Provide information in a courteous manner to any administrative employee who asks you to communicate your work verbally or in written format.

Specific Duties include the following:

- Organize and keep inventory/stock of necessary parts (electrical, airvac, plant, etc)
- Under the direction of Operations Manager, assign daily tasks to crew and prioritize these tasks with Operations Manager
- Ensure the following tasks are done at their scheduled intervals and proper records kept:
 - o Quarterly Lift Station Preventative Maintenance
 - o Perform Quarterly Plant Maintenance
 - o Annual AirVac pit/buffer tank maintenance
 - o Line cleaning (6 month interval)
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 - o Busch Vacuum Pumps – oil/filters as required by O&M manual

- Act as point person for contractors working onsite to repair or troubleshoot existing equipment (not expansion project)



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Public Wastewater Utility Maintenance Supervisor- Key West

Supervisor in charge of tracking, planning, scheduling, supervising, and documenting all preventative maintenance on a Public Wastewater Treatment Plant, vacuum station, and entire collection system comprised of a vacuum system and a traditional gravity/force main system. Manage a team of direct reports that include mechanics and maintenance technicians. Consult and oversee outside contractors that are brought in to assist with the utility's capital projects and/upgrades or maintenance activities.

Oversee the overall maintenance and repair of wastewater facilities and assets (trucks, heavy equipment, generators, pumps, compressors, blowers, etc.). Provide daily supervision over the maintenance and support wastewater facility assets including preventative, predictive repairs, rehabilitative work or replacement of wastewater assets. Manage the reliability and maintainability of assets, manage utilities and facilities considering loss elimination, risk management, and life cycle asset management.

Must have experience in water/wastewater industry or equivalent knowledge. Wastewater Plant Operator License a bonus. The position requires a valid Driver's License, on-call duties, and the candidate should be capable of lifting 40 lbs. Candidate shall agree to live within a 20 mile radius from the service area to allow candidate to respond to on call duties in a timely fashion.

Position includes company truck, company phone, paid vacation, paid holidays, health benefits including medical/dental/vision, retirement benefits, paid personal time, company paid golf club membership at Key West Golf Course, salary range (\$60,000 - \$90,000) commensurate with skills and experience.

Key Responsibilities:

- Perform technical, supervisory, and managerial work directing the overall maintenance and repair of the wastewater treatment plant, vacuum station, lift stations, vacuum pits, buffer tanks, etc. Plan, prioritize, assign, supervise, review, and evaluate the work of staff and interface with vendors in the course of maintaining wastewater facilities and infrastructure.
- Ensure activities are closely coordinated with WWTP operations staff, purchasing department, engineering, vendors, and contractors as necessary, to minimize disruption of operations and ensure compliance with all applicable federal and state regulations and permits.
- Manage emergency work and the communication of information throughout the activity.
- Ensure planned maintenance is done efficiently, effectively, and complies with planned maintenance schedule. Assist the Utility VP with development of the schedule to ensure materials, equipment and personnel are available to perform the work. Assist in developing detailed work plans for preventative maintenance, equipment repair, and replacement, and predictive maintenance programs. Make schedule adjustments as necessary and communicate any schedule revisions to the appropriate personnel.

- Oversee the preventive maintenance, equipment repair and replacement, and predictive maintenance work; track and schedule work assignments, ensure equipment downtime is minimized, direct maintenance and repairs as needed to ensure operational integrity and regulatory compliance are maintained.
- Mentor, lead, motivate, develop, and evaluate all direct reports.
- Be a leader and ensure adherence to safe work practices and procedures; provide and/or report concerns to Safety Officer.
- Provide and/or coordinate technical training on equipment and maintenance procedures.
- Evaluate efficiency and effectiveness of equipment periodically with regard to life cycle costs as it relates to new equipment or processes. Provide this information to Utility Management.
- Assist in the review of proposals or purchasing contracts with an eye toward including preventive maintenance or reducing maintenance expense in the operation of equipment and systems, repair of, or replacement of the system or equipment.
- Ensure all service requests are resolved in a proper and complete manner; respond to inquiries in a professional manner, resolve complaints in a timely manner. Follow up phone calls contractors, vendors, and customers when necessary.
- Assist with the requisition of supplies and materials for maintenance activities/projects; assist in preparation of specifications for service, materials, and equipment purchases.
- Provide information to administrative staff as necessary.
- Recommend and assist in the implementation of company goals and objectives; implement and reinforce the policies and procedures of the Utility.
- Participate and assist with the preparation and administration of the budget; assist with project planning; submit budget recommendations and capital improvement recommendations; monitor expenditures and elevate concerns to upper management if necessary.

Please apply at [hiring@kwru.com](mailto: hiring@kwru.com).