

City of Sanibel, Florida  
Public Works Departmental Narrative

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**Department:** Public Works  
**Fund:** General Fund

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**Mission Statement:** To economically provide safe, well-maintained and clean roads, shared use paths, parks, public buildings and vehicles, while improving surface water quality and enhancing the environment. To provide reliable, high quality wastewater collection, treatment, and reuse services in a cost effective manner to residential and commercial customers at a reasonable cost.

### **Challenges Facing the Department**

Public Works' functions are labor intensive, involving technical, skilled, semi-skilled and unskilled labor. Many of the administration, engineering, streets, garage, public facilities and beach parks maintenance personnel are long time City employees. As these personnel reach retirement age, it will be very difficult to replace their institutional knowledge. Even in the current economic market, there is difficulty in hiring technical, skilled employees such as engineering personnel and wastewater plant operators.

The increased demands upon Public Works through both the expansion of the facilities to be maintained (sewer system expansion, more parks, shared use paths, signs, plantings areas, etc.) and the demand for increased maintenance levels (more trimming of roads and shared use paths, more frequent mowing, intolerance for even minor flaws in shared use paths, etc) required by the newer island residents and special interest groups.

Several aspects of the water quality issue impact the department, including finding environmentally friendly ways to:

- Dispose of sludge
- Treat effluent prior to its use for irrigation
- Clean red drift algae from the beaches
- Comply with its National Pollutant Discharge Elimination System permit

### **Recommended Efficiencies**

As stated in challenges above, Public Works is a labor intensive operation. Over the years, the department has purchased equipment to improve efficiency and recommends the continued replacement of this equipment and purchase

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new equipment to make the department more efficient. The department continually explores the possibility of contracting functions which might be better performed by the private sector. Similar to the City's utilization of Lee County's solid waste facilities, the possible treatment of the City's wastewater sludge at a proposed regional facility is being explored.

**Potential Revenue Sources**

It is recommended that grant funding be pursued for expansion of the wastewater, reuse and shared use path system. Funding for maintenance functions will continue to be sought out if they become available. Council approved increases in solid waste franchise fees and tipping fees. The establishment of a storm water utility which was explored ten years ago, but had no support from Council or the citizenry is again being examined. Bicycle fees to support the maintenance of shared use paths were also explored, but were not instituted.

**How to Better Serve the Community**

As does every City department, Public Works emphasizes customer service, including its internal (Council, City Manager, and other City departments) and external (resident and visitors) customers. Continuing to respond to every public request and considering every suggestion is the way to better serve the community.

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**Goals for FY 2009:**

<b>Goal</b>	<b>Measurement Criteria</b>
<p>The older reaches of the Sanibel Sewer System are contributing ground water and surface water to the wastewater flows that are conveyed to the Donax plant for treatment. This additional flow robs wastewater treatment capacity from the plants. The City will commence an inflow and infiltration correction program, which will ultimately strive to remove the majority of these extraneous flows</p>	<p>Reduce flow to the plant due to inflow and infiltration by 10%.</p>
<p>Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.</p>	<p>A 100% effluent compliance from both wastewater treatment facilities.</p>
<p>Reduce nitrogen and phosphorus levels in the plants effluent (i.e. reuse)</p>	<p>Achieve effluent nitrogen and phosphorus levels below 3.0 and 0.5 ppm respectively</p>
<p>Continue program to correct up to 10 neighborhood drainage problems annually</p>	<p>Reduction in number of drainage complaints</p>

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**Operational Responsibilities**

**General**

The Public Works Department is comprised of eight divisions namely,

- Administration
- Engineering
- Streets
- Garage
- Public Facilities
- Beach Parks Maintenance
- Utility Operations
- Utility Maintenance

**Divisional Functions:**

Each of the Public Works eight divisions have distinct and varied general responsibilities as follows:

**I. Administration**

1. Assures that the Department operates within the approved budget.
2. Develops and assures compliance with Departmental goals and regulations
3. Handles all personnel issues
4. Coordinates emergency management planning for the Department
5. Prepares and submits payroll
6. Monitors Department's inventory
7. Tracks maintenance of all City vehicles, equipment and facilities
8. Coordinates interdepartmental activities
9. Responds to public requests and concerns
10. Issues reports and studies

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11. Applies for, and manages grants
12. Manages the City's Stormwater Management program
13. Coordinates the City's solid waste program

**II. Engineering**

1. Performs surveys
2. Designs public improvements projects
3. Administers construction contracts
4. Directs contractors and interacts with the public during construction projects
5. Manages the Public Works' Capital Improvement Program
6. Performs field inspections
7. Applies for, and confirms compliance with, permits
8. Issues permits for work in the public rights-of-way
9. Maintains City's infrastructure maps

**III. Streets**

1. Performs maintenance on all public streets (paved and shellrock)
2. Maintains shared use paths
3. Constructs and maintains drainage facilities (swales, inlets, pipes and water control structures)
4. Performs litter control
5. Maintains vegetation within the right-of-way (mowing, trimming and weed control)
6. Performs custodial work
7. Provides traffic control while maintenance work is being performed by the department
8. Installs and maintains traffic control and informational signs
9. Assists with emergency preparedness and recovery

**IV. Garage**

1. Oversees maintenance of all City vehicles and equipment
2. Assist in scheduling of maintenance
3. Maintains inventory of repair parts
4. Conducts safety checks

**V. Public Facilities**

1. Maintains grounds of public buildings by mowing, trimming, and litter picking
2. Performs custodial functions
3. Maintains public buildings with painting and carpentry.

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4. Makes electrical, mechanical and plumbing repairs to public facilities
5. Responds to request to move furniture and files, construct shelves, etc.

**VI. Beach Parks Maintenance**

1. Maintains grounds at beach parks (mowing, trimming, etc)
2. Performs litter control in beach parks and parking lots
3. Monitors private contractors cleaning of public restrooms
4. Performs plumbing, electrical and carpentry work on various public facilities including restrooms, fishing pier, informational kiosks, signage, and kayak/canoe launch.
5. Maintains beach parking lots (grading and filling)
6. Monitoring solid waste to assure clean parks

**VII. Utility Operations**

1. Operates the City's Donax and Wulfert Water Reclamation facilities
2. Inspects and monitors plant operations to ensure compliance with regulatory standards
3. Prepares and files plant operating reports
4. Maintains plant facilities
5. Develops, and monitors compliance with, safety standards
6. Maintains records of plant operation and maintenance
7. Participates in emergency preparedness and recovery

**VIII. Utility Maintenance**

1. Repairs wastewater treatment collection, conveyance and reuse facilities
2. Inspects wastewater facilities
3. Operates wastewater facilities to insure compliance with regulatory requirements
4. Performs custodial and maintenance duties at wastewater facilities
5. Assists with construction of wastewater facilities
6. Participates in emergency preparedness and recovery

**Operational Responsibilities**

**I. Administration**

The Administration Division is composed of the Public Works Director/City Engineer, Deputy Public Works Director, Public Works Operations/Facilities

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Manager, and Environmental Services Specialist. The functions performed by each position are as follows:

**Public Works Director/City Engineer**

Reporting to the City Manager, serves in an executive level position planning, directing and managing through subordinate supervisors the City's Public Works Department including: maintenance of facilities, streets, vehicles, parks, shared use paths and bridges; storm drainage, surface water management; wastewater facilities; signage; solid waste management; new facility construction; equipment replacement; and related programs. Serves as the City's Engineer responsible for all engineering services which consist of the design and construction supervision of all public improvements and ensures compliance with City codes for all private engineering construction plans.

- Manages seven subordinate supervisors who supervise a total of 40-45 employees in Engineering, Streets Maintenance, Parks Maintenance, Vehicle Maintenance, Public Facilities, Wastewater Treatment, and Utility Maintenance. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 2 non-supervisory employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Manages the development and implementation of department goals, objectives, policies and priorities including special projects, construction, maintenance and office administration.
- Directs and administers the City's utility operations to include wastewater treatment, wastewater collection, reclaimed water distribution, facility maintenance; solid waste management; and equipment services.
- Plans, directs and coordinates through subordinate supervisors in the maintenance and repair of City facilities, streets, automotive fleet, shared use paths, parks, bridges, storm and surface water drainage.
- Directs and administers department activities relating to the Five Year Capital Improvement Program, street resurfacing schedule, equipment replacement schedule, shared use path master plan, sign replacement schedule and the National Pollutant Discharge Elimination System permit.
- As City Engineer, is responsible for permit processing, engineering review, inspection and approvals and for utility, private and public works

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projects and for the maintenance of City Engineering maps, records and documents. Responsible for design specifications, permit application and contract documents for projects developed by the City.

- Reviews all private development applications to ensure all engineering aspects conform to City codes and are of adequate design.
- Develops and maintains constructive relationships with City Officials, property owners, developers, contractors and the general public regarding public works programs.
- Researches and prepares special reports, recommendations and specifications for special City construction and other municipal improvements. Reviews and approves various records, reports, and documentation including work orders, purchase requisitions, time sheets, activity reports, regulatory reports, schedules and progress reports.
- Develops, implements and administers the departmental budget.
- Responds to citizen inquiries and complaints regarding City services performed in the jurisdiction of Public Works.

**Deputy Public Works Director**

Assists the Public Works Director/City Engineer in planning, directing and managing the City's Public Works Department including: maintenance of facilities, street, vehicles, parks, shared use paths and bridges; storm drainage, surface water management; wastewater facilities; signage, solid waste management; new facility construction; equipment replacement; engineering; and related programs. Responsible for coordinating the Department's permitting and grant activities as well as management of special projects.

- Serves as Public Works Director/City Engineer in the absence of the Director.
- Oversees the City's solid waste collection and disposal program and condominium recycling program.
- Serves as project manager for beach, canal and river projects, directing consultants and contractors.
- Coordinates the department's permitting activities from application through expiration, including monitoring renewal.
- Coordinates the annual household hazardous waste collection program.

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- Serves as the City liaison with the State, Regional and Local government entities relative to reclaimed water resources.
- Manages all Public Works consultant contracts, including utilization of the Consultants Competitive Negotiation Act process for selection and monitoring of consultants' activities.
- Manages the Environmental Engineering Technician on a daily basis.
- Coordinates the City's pavement and storm water management systems.
- Responsible for the department's grant activities, from filing applications through closeout.
- Assists the Director in the development, implementation and administration of the department's budget.
- Responds to citizen inquires and complaints regarding City services performed in the jurisdiction of Public Works.
- Monitors all non-construction contracts to assure that performance standards are met and contracts are renewed in a timely fashion.
- Maintains and manages the department's inventory of vehicles and equipment.
- Coordinates emergency management operations for the department.

**Public Works Operations/Facilities Manager**

Serves under the supervision of the Public Works Director/City Engineer and is responsible for assisting in the management of the operation of the department, including, coordinating contractual services, purchasing, payroll, job tracking and fuel management. Supervises Public Facilities employees in the repair and maintenance of the City Hall Complex and associated buildings and grounds. Compiles complex reports using various operating systems and networks. Responsible for maintaining data, producing reports and documents. Conducts employees' safety meetings and provides appropriate safety training.

- Supervises the day to day operations of two Public Facilities employees in the repair and maintenance of the City Hall Complex and other building and grounds associated with Public Facilities. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the City's policies and procedures. Responsibilities include interviewing, hiring,

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and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

- Secures and coordinates contractual services for the departments.
- Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, maintains records of activities and personnel.
- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures and use of equipment
- Purchases road materials and supplies, trucks, off road equipment, office supplies, safety supplies and safety equipment. Assures employees have equipment and supplies to perform assigned functions.
- Responsible for processing and record keeping of all procurement card purchases made by the department and other departments. Reconciles all monthly procurement statements.
- Conducts annual sign inspection and maintains sign inventory. Maintains data for employee job tracking, NPDES drainage program, vehicle inventory and maintenance, fuel usage, safety training, personnel files and inventory control.
- Responsible for processing monthly gasoline/diesel consumption reports for all City Department usages and maintaining/inspecting mandatory monthly DEP fuel depot inspections.
- Responsible for the logistics of the City's Emergency Ham Radio operations. Attends emergency management meetings and seminars. Assists in repairs, upkeep and inventory of all Ham radio applications for the City
- Coordinates and oversees the repair, maintenance and safety of Public Works and other public facilities, including office equipment, building and storage repairs, fuel depot, generator and A/C services.
- Schedules maintenance and repair work with Garage Supervisor on all City vehicles and equipment, requiring both interdepartmental and intradepartmental coordination.
- Prepares and maintains documents and records for the department. Responsible for biweekly payroll and the maintenance of appropriate

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payroll records. Analyzes departmental information needs and prepares special reports through data base applications.

- Assists in compiling the annual budget.
- Coordinates with other departments for any special ordering, miscellaneous repairs needed, hazardous waste disposal and other special requests.
- Assists with departmental emergency management coordination.
- Acts as Environmental Services Specialist in their absence

### **Environmental Engineering Technician**

Serves under the supervision of the Deputy Public Works Director and is responsible for sewer connection notices, administration of departmental revenue bonds and loans, customer files, wastewater administrative reuse activities, payroll, purchasing and administrative support to the Director. Compiles complex records and reports concerning effluent disposal. Responsible for maintaining data and producing required reports and documents. Involved with the technical work in the inspection of public works and private development construction, para-professional surveying, and para-professional engineering and drafting. Prepares sketches and preliminary designs of construction projects, prepares permit applications and inspects construction projects for compliance with City standards. The work is subject to review by an engineer.

- Coordinates the day-to-day operations of the Utility Division of the Public Works Department.
- Accounts for disbursement of construction funds and other restricted assets. Assists in preparation the annual budget for the sewer system and in its control and administration.
- Assists director in the planning and operational functions of the Sanibel sewer system, including the review and approval of new connection applications and calculation of the applicable fees.
- Responsible for responding to public complaints and inquiries. Plans, organizes and schedules public awareness programs, information sessions, public forums and facility tours.
- Prepares and maintains documents and records for the Utility Division. Responsible for biweekly payroll and the maintenance of appropriate

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payroll records. Analyzes departmental information needs and prepares special reports through data base applications.

- Directs the daily operations of the reclaimed wastewater distribution system delivering reclaimed water to customers in compliance with regulatory guidelines.
- Inspects the property of customers to identify possible cross-connection between reclaimed and potable water lines.
- Responsible for bringing in revenue to the City with the Reclaimed Water Program
- Performs inspection of facilities and equipment to identify existing or potential problems; informs Public Works Director of breakdown and obstructions.
- Maintains appropriate records to complete reports required by the Florida Department of Environmental Protection.
- Compiles daily effluent disposal and compliance inspection for internal/external reports. Prepares or completes various forms, reports, logs and other documents concerning the use of reclaimed water.
- Serves as the City liaison with state, regional and local government entities relative to reclaimed water resources.
- Implements and manages Grease Program that will require inspections and follow-up with island businesses.
- Assists in the development and integrating of Utility policies and procedures for operational enhancement.
- Assists with departmental emergency management coordination.
- Monitors the City's solid waste program, including the Condominium recycling program.
- Develops and manages the departments' records retention program
- Acts as Public Works Operations/Facilities Manager in their absence
- Performs as-built, topographic, control, mean high water, quantity and construction layout surveys, procures field data necessary for the preparation of plans. Prepares and reviews legal descriptions for easements and land acquisitions, including verification of survey data on

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subdivision plats prior to formal acceptance. Verifies as-built surveys in subdivisions.

- Prepares sketches and preliminary designs of drainage systems, roadways, utilities, etc. from field notes, aerial photographs, and verbal or written instructions; prepares construction drawings for roadway and intersection improvements, drainage improvements, shared use path or other civil engineering projects with minimum guidance, direction or supervision; makes quantity estimates; prepares bid forms, contract documents and specifications. Prepares permit applications and drawings for municipal civil engineering projects, utilizing manual and computer aided drafting skills
- Inspects road and drainage construction in private developments and capital improvements projects to ensure that City, State and Federal standards are met.
- Coordinates with Building Department the inspection of septic tanks and drain fields, lot grading and drainage, right-of-way drainage, driveway connections and setback requirements in accordance with the approved site plans. Signs off on permits. Instructs owners, builders and contractors on City development and permitting compliance.
- Coordinates with Planning Department and records changes to city owned property on street maps, maintains maps showing developments and development variances
- Reviews utility permit applications and inspects approved construction within the City rights-of-way.
- Coordinates surveying contracts with consultants providing services to the City
- Responds to inquiries from other City departments, contractors, and the public regarding status of inspection.
- Prepares technical and administrative correspondence.

## **II. Engineering**

The Engineering Division is comprised of the Assistant City Engineer, and 2 Engineering Technicians. The responsibilities of these employees are:

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**Assistant City Engineer**

Under the direction of the Public Works Director/City Engineer, is responsible for Transportation Engineering services and storm and wastewater projects. Incumbent is responsible for the development of designs and plans for public improvements, construction supervision of all public works project improvements; and ensuring City code compliance for transportation engineering of private projects. Assists the City Engineer in administrating City Land Development Codes applicable to Public Works in existing and proposed faculties; assists the public in projects related to the City Land Development Code.

- Prepares work schedules, plans work procedures, assigns personnel, oversees, work and maintains records of activities.
- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures.
- Supervises two employees in technical engineering work
- Assists in the development of the departmental budget
- Leads crew in making surveys for the designing phase of a project.
- Designs plans for public improvements, directs Engineer Intern and Engineering Technician and supervises the preparation of specifications for bidding by private contractors or for construction by City employees
- Ensures capital improvement projects are planned, designed and built according to acceptable engineering standards.
- Reviews all private applications for development to assure compliance with City codes and that they are in accordance with acceptable engineering standards.
- As Project Manager for Public Works projects, directs field surveys and inspections, road improvements, and other Public Works projects.

**Engineering Technician**

This is technical work in the inspection of public works and private development construction, para-professional surveying, and para-professional engineering and drafting. Functions as Chief of Survey Party, prepares sketches and preliminary designs of construction projects, prepares permit applications and inspects

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construction projects for compliance with City standards. The work is subject to review by an engineer.

- As chief of survey party, performs asbuilt, topographic, control, mean high water, quantity and construction layout surveys, procures field data necessary for the preparation of plans. Prepares and reviews legal descriptions for easements and land acquisitions, including verification of survey data on subdivision plats prior to formal acceptance. Verifies asbuilt surveys in subdivisions.
- Prepares sketches and preliminary designs of drainage systems, roadways, utilities, etc. from field notes, aerial photographs, and verbal or written instructions; prepares construction drawings for roadway and

Intersection improvements, drainage improvements, shared use path or other civil engineering projects with minimum guidance, direction or supervision; makes quantity estimates; prepares bid forms, contract documents and specifications. Prepares permit applications and drawings for municipal civil engineering projects, utilizing manual and computer aided drafting skills

- Inspects road and drainage construction in private developments and capital improvements projects to ensure that City, State and Federal standards are met.
- Coordinates with Building Department the inspection of septic tanks and drain fields, lot grading and drainage, right-of-way drainage, driveway connections and setback requirements in accordance with the approved site plans. Signs off on permits. Instructs owners, builders and contractors on City development and permitting compliance.
- Coordinates with Planning Department and records changes to city owned property on street maps, maintains maps showing developments and development variances
- Reviews utility permit applications and inspects approved construction within the City rights-of-way.
- Coordinates surveying contracts with consultants providing services to the City
- Responds to inquiries from other City departments, contractors, and the public regarding status of inspection.
- Prepares technical and administrative correspondence

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**III. Streets**

The Street Division is headed by the Streets Superintendent who supervises a Lead Operator/Assistant Street Superintendent, two Equipment Operators/Crew Leaders, five Tradesworkers and three Service Workers. The duties performed by the employees in this division are as follows:

**Streets Superintendent**

Under the general supervision of the Public Works Director/City Engineer, is responsible for the daily administration, coordination, and supervision of all operations in the construction, maintenance and repair of municipal streets,

shared use paths, parks, drainage facilities and other City property as designated. Duties include, but are not limited to:

- Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, maintains records of activities and personnel.
- Oversees the efficiency, production, safety and work habits of supervised employees; provides technical assistance and training in procedures and use of equipment.
- Performs a wide range of skilled tasks in the construction, repair and maintenance of municipal streets, shared use paths, parks, and drainage facilities.
- Operates light and heavy construction equipment as well as all other tools.
- Supervises trains and evaluates staff and provides for continuing development and training.
- Assists with preparation of special projects; cost and equipment analysis, reports and specification documents as requested.
- Assists with emergency preparedness and evacuation planning and procedures, coordinating with other departments
- Reviews job applications and interviews and makes recommendations for hiring Tradesworkers, Service Workers and Equipment Operators

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- Secures outside services for specific public works projects such as tree trimming and trash hauling
- Assists in preparation of annual department budget
- Verifies construction site layouts, including setting grade elevations and slope contours
- Oversees the traffic control procedures while working on the roadways

**Lead Operator/Assistant Streets Superintendent**

Serves under the supervision of the Public Works Streets Superintendent and is responsible for performing skilled work utilizing heavy equipment in the

construction, maintenance and repair of municipal streets, shared use path, drainage facilities, grounds and other City property as designated by performing the following duties.

- Serves as Streets Superintendent in their absence
- Maintains shell rock and lime rock roads using motor grader, water truck and roller with minimum supervision.
- Assists with the maintenance and servicing of vehicles and equipment.
- Maintains asphalt roads and shared use paths utilizing mechanical sweeper, motor grader and roller.
- Mechanically trims and clears vegetation on the rights-of-way for public safety.
- Constructs, maintains, and inspects storm water facilities.
- Acts as crew leader in the absence of the supervisor.
- Performs daily equipment safety inspections to ensure safe operating conditions.
- Assists in emergency preparedness and evacuation activities as directed and is considered "emergency essential."

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**Equipment Operator/Crew Leader**

Serves under the supervision of the Public Works Streets Superintendent and is responsible for performing skilled work utilizing heavy equipment in the construction, maintenance and repair of municipal streets, shared use path, drainage facilities, grounds and other City property as designated by performing the following duties.

- Maintains shell rock and lime rock roads using motor grader, water truck and roller with minimum supervision.
- Assists with the maintenance and servicing of vehicles and equipment.
- Maintains asphalt roads and shared use paths utilizing mechanical sweeper, motor grader and roller.
- 
- Mechanically trims and clears vegetation on the rights-of-way for public safety.
- Constructs, maintains, and inspects storm water facilities.
- Acts as crew leader in the absence of the supervisor.
- Performs daily equipment safety inspections to ensure safe operating conditions.
- Assists in emergency preparedness and evacuation activities as directed and is considered "emergency essential."

**Tradesworker**

Under general supervision, performs a wide range of skilled and semi-skilled work in the construction, maintenance and repair of municipal streets, shared use paths, buildings, facilities and equipment, grounds, and other City property. Skill work assigned includes carpentry, painting, plumbing, concrete laying and minor electrical. Vehicle and light equipment operation is required.

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves, installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.

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- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.
  
- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.
  
- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches
  
- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.
  
- Works with concrete, builds forms, mixes, pours and finishes.
  
- Maintains traffic signage.
  
- Makes minor repairs to equipment.
  
- Assist with emergency preparedness and evacuation activities as directed.

**Service Worker**

Under general supervision, performs a wide range of semi-skilled and labor-intensive work in the construction, maintenance and repair of municipal streets, shared use paths, buildings, facilities and equipment, grounds, and other City property. Work may include vehicle and/or light equipment operation.

- Repairs and maintains streets and shared use paths by such methods as paving, patching and installation of pavement markings
  
- Maintains City grounds, parks, and roadside areas by mowing, trimming, fertilizing, placing sod, raking, planting, litter collecting and use of herbicides for vegetation control.
  
- Constructs, inspect and maintains stormwater facilities.
  
- Constructs, assembles, repairs, and installs street, traffic and informational signs.

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- Assists with construction projects of City facilities, bridges, fences, storm sewers, weirs, and other projects as assigned.
- Assists in emergency preparedness and evacuation activities as directed.
- Cleans office buildings and performs custodial work.
- Performs traffic control for required work projects in accordance with Florida Department of Transportation Safety Standards

#### **IV. Garage**

The division is composed of a Garage Supervisor and a Mechanic. A description of their various duties follows:

##### **Garage Supervisor**

Under the direction of the Public Works Director/City Engineer, is responsible for the general operation of the garage; performs skilled work in the service, maintenance, adjustment, and repair of diesel and gas automotive equipment and machinery. Lead worker duties are also performed in the operation and maintenance of the shop facility, equipment, and the maintenance of records.

- Oversees and directs the repair and maintenance of City cars, police vehicles, trucks, tractors, related automotive equipment, machinery and tools.
- Makes minor repairs to equipment such as changing belts, pumps, and alternators; performs welding, maintains work records.
- Assists the Public Works Operations/Facilities Manager in scheduling or repair work, and ordering and control of inventory
- Conducts safety checks of City vehicles and equipment
- Organizes and maintains departmental tools and equipments and maintains shop facility in clean condition

##### **Mechanic I**

Under general supervision of the Garage Supervisor, performs semi-skilled and skilled mechanical work in the City garage servicing, repairing, and maintaining

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vehicles, equipment machinery and tools. Duties also include a wide variety of manual and equipment operations tasks.

- Assists the Garage Supervisor in the general operation of the garage.
- Services, repairs, and maintains vehicles, equipment, tools and machinery
- Picks up supplies and parts
- Acts as Garage Supervisor when supervisor is absent

**V. Public Facilities**

The division is composed of three Tradesworkers, one of which reports to the Streets Superintendent (included in Streets Division above) and performs work in the various non-beach parks. The other two Tradesworkers maintain the public buildings under the supervision of the Public Works Operations/Facilities Manager. The duties performed by the Tradesworkers are listed below:

**Tradesworker**

Under general supervision, performs a wide range of skilled and semi-skilled work in the construction, maintenance and repair of municipal building, facilities and equipment, grounds, and other City property. Skill work assigned includes carpentry, painting, plumbing, concrete laying and minor electrical. Vehicle and light equipment operation is required.

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves,
- installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.
- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.
- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.

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- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches
- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.
- Works with concrete, builds forms, mixes, pours and finishes.
- Maintains traffic signage.
- Makes minor repairs to equipment.
- Assist with emergency preparedness and evacuation activities as directed.

**V. Beach Parks Maintenance**

Under the supervision of the Parks Maintenance Supervisor, five Tradesworkers perform the maintenance at the seven beach parks/parking lots. The following are the functions performed by these positions:

**Parks Maintenance Supervisor**

Serves under the supervision of the Public Works Director/City Engineer and is responsible for supervising the construction, maintenance and repair of municipal grounds, building facilities and other City property at the beach parks and parking lots as designated by performing the following duties:

- Interviews, hires, appraises performance of, and disciplines supervised employees
- Directs workers in the performance of skilled tasks related to the construction, maintenance and repair of all municipal grounds, buildings and other City property.
- Schedules work assignments of supervised Tradesworkers
- Oversee the efficiency, production, safety and work habits of supervised employees
- Trains employees in procedures and equipment use.

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- Assists the Director with preparation of the department budget; special projects; cost and equipment analysis; reports and specification documents as requested
- Assists with emergency preparedness and evacuation procedures as directed
- Secures proposal for outside services for specific Parks projects.
- Personally operates light and heavy construction equipment as well as all other tools

**Tradesworker**

Under general supervision, performs a wide range of skilled and semi-skilled work in the construction, maintenance and repair of municipal building, facilities and equipment, grounds, and other City property. Skill work assigned includes carpentry, painting, plumbing, concrete laying and minor electrical. Vehicle and light equipment operation is required.

- Performs a variety of jobs in carpentry work including installation of window air conditioning units, hanging doors, building storage shelves, installing bookshelves, replacing windows, installing and repairing locks, and building divider walls. Builds decks, walkways, railings and other structures for public access areas.
- Prepares buildings for painting and paints offices, equipment and furniture such as filing cabinets, shelves, display cases, tables and chairs. Paints road and shared use path stripes and other traffic indicators.
- Maintains and repairs plumbing facilities and fixtures such as drinking fountains, rest rooms, irrigation systems, and drainages on reserve water tanks.
- Completes minor electrical work such as installing and relocating ceiling fans, light fixtures and electrical switches
- Maintains grounds by mowing lawns, pruning shrubs and collecting trash.
- Works with concrete, builds forms, mixes, pours and finishes.
- Maintains traffic signage.

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- Makes minor repairs to equipment.
- Assist with emergency preparedness and evacuation activities as directed.

## **VII. Utility Operations**

This division is composed of a Chief Wastewater System Operator, a Lead Wastewater Treatment Operator and five Wastewater Operators. A list of their duties follows:

### **Chief Wastewater System Operator**

Under the supervision of the Public Works Director/City Engineer, directs and coordinates activities of the City's wastewater treatment requiring a comprehensive understanding of treatment plant operations. Responsible for assuring compliance with state and federal regulatory standards concerning the City's wastewater treatment operations. Position provides supervisory, technical and administrative guidance to operations personnel under his/her charge.

- Interviews, hires, appraise performance of, and disciplines subordinates.
- Monitors the wastewater treatment facility preventive maintenance program to include regular facility and equipment inspection.
- Coordinates manpower allocation, scheduling and assignments for plant operations personnel; prioritizes and coordinates work orders for
- maintenance and repair needs with the Utility Maintenance Supervisor to minimize disruption in treatment operations.
- Develops standard operating procedures for plant equipment ensuring proper use at all times and efficiency of operations. Coordinates laboratory activities, sets sampling procedures and test schedules and maintains log of operations.
- Inspects and monitors plant operations and calibrations to ensure compliance with established regulatory standards and department policy and procedures.
- Responsible for reporting and records maintenance duties such as monthly operations, production reports, laboratory data, chemical usage, etc.

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- Prepares purchase requisitions and bid specifications as needed for equipment and supplies.
- Reviews and evaluates shift reports and record data from gauges, meters, control panels and equipment to ensure proper chemical treatment, biological treatment, pressures and flow rates.
- Provides information for preparation of the annual budget by providing estimates based on anticipated needs of the wastewater treatment operations.
- Prepares and implements safety policies and procedures, holds regular safety meetings and ensures proper safety training of assigned personnel.
- Schedules on-call assignments for off-hour emergency responses and fills in as a plant operator when scheduling and operating permit require.
- Oversees general facility cleaning and maintenance duties to maintain environmentally safe and efficient operating conditions
- Directs emergency preparedness and recovery for the division

**Lead Wastewater Treatment Operator**

Serves as a Lead Operator responsible for leading and performing the operation and maintenance of wastewater plant and reuse facilities according to federal, state and local regulations and established procedures. Duties include the

performance of and leading operators in analysis, testing and maintenance activities associated with the operation of wastewater treatment facilities, which must be accomplished in an accurate, timely and complete fashion.

- Leads other Operators and operates and regulates the treatment and disposal of wastewater in compliance with federal, state and local regulations and established procedures.
- Assists in the operations and maintenance of the wastewater collection, transmission and reuse system.
- Provides guidance in taking necessary readings, taking control samples and running tests. Makes chemical and pressure adjustments necessary based on readings and according to specified guidelines applicable to the proper operation of wastewater plants.

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- Records daily operation of pumps, including pressure, flow readings, pump hours, chlorine usage and levels and pump function; takes corrective action as required.
- Prepares and maintains records of all repairs and adjustments made to wastewater facilities and equipment.
- Oversees the preparation of D.E.P. reports regarding overall operation of wastewater plant as required.
- Runs qualitative analysis on wastewater and corrects chemical settings. Performs process control calculations and interprets data. Takes samples and prepares them for testing to ascertain quality of treatment. Collects specimen samples and performs routine laboratory tests. Records results according to prescribed state guidelines.
- Provides training and orientation to other operators as required. Acts as Chief Wastewater Systems Operator in the absence of the supervisor.
- Provides 24-hour on-call emergency availability.
- Serves as key operator and trainer for the automated operations of the wastewater facility.

**Wastewater Operator (III, II & I)**

Under the general supervision of the Chief Wastewater System Operator, the work involves the operation and maintenance of wastewater plant facilities,

transmission system and reuse facilities according to federal, state and local regulations and established procedures. Duties include record keeping, analysis, testing and maintenance activities associated with the operation of wastewater treatment facilities, which must be accomplished in an accurate, timely and complete fashion

- Operates and regulates the treatment and disposal of wastewater in compliance with federal, state and local regulations and established procedures.
- Assists in the operations and maintenance of the wastewater transmission and reuse system, including lift stations.
- Takes and charts all necessary readings. Takes control samples and runs tests. Makes all chemical and pressure adjustments necessary based on readings and according to specified guidelines applicable to

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the proper operation of wastewater plants.

- Records daily operation of pumps, including pressure, flow readings, pump hours, chlorine usage and levels, and pump function; takes corrective action as required.
- Prepares Florida Department of Environmental Regulation reports regarding overall operation of wastewater plant as required.
- Prepares daily operating sheet, the daily operating summary, the shift changeover sheet and daily maintenance sheet. Periodically reads flow meters, gauges, and dials and records data for reports. Prepares and maintains records of all repairs and adjustments made to wastewater facilities and equipment.
- Runs qualitative analysis on wastewater and corrects chemical settings. Performs process control calculations and interprets data. Takes samples and prepares them for testing to ascertain quality of treatment. Collects specimen samples and performs routine laboratory tests. Records results according to prescribed state guidelines.
- Changes control room charts. Changes chlorine cylinders and containers. Sets chlorine machines to obtain proper readings. Tallies chemicals and electricity consumed for month.
- Derags and cleans mechanical aerators and diffusers. Cleans and scrapes algae from clarifier overflow weirs. Pumps sludge and measures sludge blanket depth; hoses down sludge tanks. Rakes bar screens. Pumps down, back flushes and hoses tankage and equipment. Cleans lines and pipes.
- Participates in routine maintenance work and repair functions for pumps, tanks, aerators, precipitators, filters, motors, pulleys, drive belts, solids and chemical handling facilities, and all related wastewater facilities and equipment. Performs maintenance, repair and cleanup of buildings and grounds as needed.
- Abides by all federal, state and local safety rules and regulations.
- Remains available for emergency situations on an on-call basis.

**VIII. Utility Maintenance**

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The Utility Maintenance Supervisor (Electrician) heads this division, utilizing five Utility Maintenance Mechanics and two Utility Service Workers. The duties performed by these positions are:

**Utility Maintenance Supervisor (Electrician)**

Serves under the supervision of the Public Works Director/City Engineer, responsible for supervising the maintenance of the wastewater treatment, collection, conveyance, and reuse facilities for the City. Performs skilled technical diagnosis, repair, and preventive maintenance activities on electrical components, circuitry, equipment and machinery, lift stations, solids handling facilities and the water reclamation facility. Directs workers in the maintenance, adjustment, and repair to a variety of equipment, machinery, and control systems at City wastewater facilities.

- Interviews, hires, appraises performance of, and disciplines subordinates
- Supervises the installation and/or replacement of equipment and oversees equipment overhauls.
- Functions as a journeyman electrician: troubleshoots downed equipment and circuits; visually and manually inspects electrical equipment, machinery, components and related water reclamation controls; installs and/or maintains panels, circuitry, electrical motors and power and lighting systems; and operates various specialized gauges and tools such as, voltmeters, amp meters, ohmmeters, circuit tracers, rotation meters, soldering irons, welders, drills and saws.
- Assigns weekly/daily work orders, monitors the progress of projects, and evaluates and records the individual performance of subordinates.
- Maintains budgetary responsibility for parts and supply inventory and equipment maintenance, and establishes vendor relationships and orders parts and supplies.
- Directs, supervises, trains, and evaluates subordinates in the safe and effective use of new equipment and tools, safety policy and procedures, professionalism, and consistency.
- Establishes schedules for and monitors preventive maintenance and repair, safety policies and procedures and quality control.
- Supervises proper operating procedures in the use of heavy equipment and standard and specialized hand and power tools.

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- Coordinates and participates in response to emergency repairs.
- Maintains various maintenance and service records on personnel work completed safety, accidents, and tools and equipment used and develops regular reports from compiled information.
- Develops and operates a computerized maintenance management system.
- Ensures assigned vehicles and equipment are properly cleaned and maintained
- Directs emergency preparedness and recovery for the division

**Utility Maintenance Mechanic**

Under general supervision, the purpose of the position is to perform a wide range of skilled, labor-intensive work in the maintenance and repair of City wastewater treatment, collection, and reuse facilities. Employees in this classification are accountable for ensuring the efficient and effective operation of wastewater facilities and equipment. Employee works with independence, however, confers with the Utilities Maintenance Supervisor and Chief Wastewater Systems Operator on unusual or highly complex operational repairs or construction projects.

- Performs inspection of facilities and equipment to identify existing or potential problems; informs Utility Maintenance Supervisor and the Chief Wastewater System Operator of breakdown or obstruction. Performs preventive maintenance as directed by the Utility Maintenance Supervisor.
- Performs routine repairs, replacement tasks and construction projects to wastewater treatment, collection, and reuse facilities and equipment.
- Performs complex trades work, e.g., masonry, carpentry, electrical, welding; threads, cuts, fits and replaces pipes and plumbing infrastructure.
- Performs various custodial and maintenance duties in and around wastewater facilities, e.g., litter collecting, mowing, tree trimming, fertilizing, placing sod, raking, planting and painting.
- Operates a variety of hand and power tools for both electrical and mechanical repairs, e.g., air wrenches, air hammer, chisel, shovel, rodder.

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- Assists in the development and integration of Utility policies and procedures for operational enhancement.
- Cleans, inspects and maintains lift stations and wastewater facilities and equipment, e.g., removes grease; lubricates motors and equipment, replaces packing in pumps and valves, replaces wiring and bearings in motors and pumps.
- Provides 24-hour on-call emergency availability.
- Assists with emergency preparedness and evacuation activities as directed.

**Utility Service Worker**

Under the general supervision of the Utility Maintenance Supervisor, performs a wide range of semi-skilled and labor-intensive work in construction, maintenance and repair of municipal wastewater treatment, collection, and reuse facilities, and other City property. Work may include vehicle and/or light equipment operation.

- Repairs, cleans, inspects and maintains lift stations and other wastewater facilities by such methods as grease removal, patching, and equipment repair.
- Maintains municipal treatment plant grounds, lift station sites and pond ground areas by mowing, trimming, fertilizing, placing sod, raking, planting, litter collecting and use of herbicides for vegetation control.
- Constructs, assembles, repairs, and installs treatment plant, lift stations and collection system equipment and appurtenances.
- Assists with construction projects of municipal wastewater facilities, plants, sewers, and other projects as assigned.
- Assists in emergency preparedness and evacuation activities as directed.
- Cleans office buildings and performs custodial work
- Performs routine inspections of lift stations using minimum checklist. Reports abnormalities to Utility Maintenance Supervisor.
- Reads system irrigation meters on a monthly basis
- Remains available for emergency situations on an on-call basis.

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**FY 08 Goals and Status:**

<b>Goal</b>	<b>Status</b>
<p>The older reaches of the Sanibel Sewer System are contributing ground water and surface water to the wastewater flows that are conveyed to the Donax plant for treatment. This additional flow robs wastewater treatment capacity from the plants. The City will commence an inflow and infiltration correction program, which will ultimately strive to remove the majority of these extraneous flows</p>	<p>In house and contractor repairs have been made to 37 manholes and 14 cleanouts, resulting in the elimination of an estimated 189,000 gallons per day of infiltration/inflow.</p>
<p>Keep effluent violations and system overflows resulting from any planned or unplanned circumstances to an absolute minimum.</p>	<p>Have not yet achieved a 100% effluent compliance from both wastewater treatment facilities, but are still working toward that goal.</p>
<p>Reduce nitrogen and phosphorus levels in the plants effluent (i.e. reuse)</p>	<p>Continuing to experiment with various chemicals (alum, odophos, etc.) Phosphorus reduction results more promising than nitrogen.</p>
<p>Continue program to correct up to 10 neighborhood drainage problems annually</p>	<p>No neighborhood drainage complaints recently, more due to the dry weather than efforts to correct problems.</p>