

WATER-SEWER MAINTENANCE FIELD SUPERVISOR

Position Code: 2380

WC Code: 7580

FLSA Status: Non-Exempt

Pay Grade: 354

Location: Public Services

Approval Date: 2018

General Statement of Duties

Performs difficult skilled work coordinating and supervising the work of crews engaged in the installation, maintenance and repair of water distribution and sewer collection systems, and the pumping and distribution of potable water for human and commercial/industrial consumption.

Distinguishing Features of the Class

An employee in this class plans, organizes and supervises crews engaged in a variety of work associated with providing water distribution and sewer collection services to citizens. Work involves assigning and supervising construction and maintenance projects and responding to customer needs. Other tasks include assigning crews to projects; inspecting work and answering and resolving public complaints. Work also involves requesting necessary resources for projects and responsibility for employee safety. The employee is subject to working in inside and outside environments including extreme hot and cold weather and to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation and oils, the employee may be required to enter confined spaces. Work is also subject to the final OSHA standards on blood borne pathogens and involves emergency call-back service. Work is performed under the general supervision of the Public Utilities Director and is reviewed for conformance to established specifications and federal, state and local standards and productivity of the work crews.

Duties and Responsibilities

Processes billing office and meter reading inquiries, questions and problems; coordinates work orders, service tickets and assigns jobs to crews; handles customer complaints regarding service and bills.

Coordinates and supervises employees, equipment and materials to install, maintain and repair water and sewer lines, hydrants, meters, valves and pumping stations; participates in field work.

Plans and develops departmental budget

Survey job sites prior to instruction crews on projects; inspects work during performance and after completion as needed.

Coordinates preventative maintenance programs for hydrants, valves, meters, and meter change-out, testing and repair programs.

Instructs workers in the appropriate safety procedures and enforces their use.

Insures immediate, effective response to emergency sewer overflows and spills; reports/coordinates notification of the state, Town officials, media, etc.

Oversees compliance with state and federal regulations concerning operations and maintenance of a municipal water distribution system and of sewer collection system.

Performs related tasks as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of the principles and practices of construction, repairs, operations and maintenance of water distribution and sewer collection systems.

Considerable knowledge of the use of related equipment and materials.

Considerable knowledge of related occupational hazards and safety precautions.

Considerable knowledge of budgeting and purchasing procedures.

Considerable knowledge of supervisory principles and practices.

Some knowledge of surveying principles and practices.

Ability to read and interpret complex regulatory requirements and plans to successfully implement strategies.

Ability to read plans, maps and drawings.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to maintain and prepare accurate plans and reports.

Physical Requirements

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual activity to read maps and diagrams, to operate a vehicle, to operate a computer terminal, and to read and prepare reports including the analysis of data and figures.

Minimum Education and Experience

An Associate's Degree from an accredited community college and ten years of directly related experience; or a Bachelor's Degree from an accredited community college and eight years of directly related experience; or a Master's Degree from an accredited college or university and six years of directly related experience.

Special Requirements

Possession of a valid North Carolina commercial driver's license.

NC Water Distribution Grade A and Wastewater Collection Grade IV certifications.

Competent Person Certification.