

UTILITY MAINTENANCE SUPERVISOR

General Statement of Duties

Performs difficult technical and supervisory work planning, organizing, supervising and participating in the work of crews engaged in preventive maintenance, repair, replacement, and installation of water and sewer lines, pumping stations, and appurtenances.

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 includes supervising the construction, preventive maintenance and repair of water and sewer lines, hydrants, meter and valves, pumping stations, and unstopping sewer lines. Employees may serve as ORC of the distribution and/or collection system. Work also includes planning work projects based on service extension needs, maintenance, and emergency needs; planning preventive maintenance programs; operating video camera and other equipment to identify problem areas and identify remediation action to prevent system failures; coordinating work with property owner; assigning crews to projects; inspecting work; and answering and resolving public complaints. Work also involves requesting and acquiring necessary resources for projects, and significant supervisory responsibility for employee training, work assignment, performance coaching and evaluation, and safety. Employees are 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 inspect water or sewer line pipes, utility holes or other small enclosed spaces. Work is also subject to the final OSHA standards on blood borne pathogens and involves emergency call-back service. Work is performed under general supervision and is reviewed for conformance to established specifications and federal, state and local standards, productivity of the work units, and general community acceptance.

Duties and Responsibilities

Essential Duties and Tasks

Plans 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; may operate heavy construction equipment as needed.

Surveys job sites prior to instructing crews on large or more difficult projects; inspects work during performance and after completion.

Plans preventive maintenance programs for pumping stations; oversees inspection, maintenance and repair of lift stations including mechanical and electrical repairs; participates in trouble-shooting and repair; monitors SCADA via laptop computer including when on standby for emergency call-back.

Plans and participate in maintenance of hydrants, valves and meters; supervises meter change-out, testing, and repair programs, hydrant maintenance and valve exercising programs, and removal of oil, grease and other blockages in sewer lines.

Supervises and participates in meter reading, checking and repairing leaks, and service connections and disconnections; ensures work orders are completed with necessary information.

Supervises and participates in the location and marking of underground utilities.

Plans, supervises, and participates in closed circuit inspection of sewer collection system; identifies potential problems and plans remediation activities; oversees manhole rehabilitation program.

Participates in supervision of contractors performing construction and maintenance to the distribution and collection system for the Town; inspections work for proper materials, placement, and quality.

Supervises and participates in sampling for the water distribution system; takes samples to the WWTP for testing.

Supervises and participates in sewer easement clearing and maintenance including herbicide application and clearing trees and brush.

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

Responds to citizen requests, concerns, and issues; performs field review; meets with citizens.

Keeps records; prepares reports; prepares material and supply requisitions; obtains quotes and prices for services and materials; maintains adequate inventory of supplies and materials; maintains appropriate records of inventory and appropriate records of work unit activities; ensures updates to distribution and collection system maps upon completion of new installations.

Trains, provides performance coaching, motivation, and evaluation for crew members; participates in hiring and on-boarding.

Coordinates maintenance of assigned vehicles and equipment with fleet mechanic.

Additional Job Duties

Backs up other staff as needed.

Performs related duties as assigned.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the principles and practices of construction, repairs, and/or maintenance of water and sewer lines, pumping stations, and related structures.

Thorough knowledge of the use of related equipment and materials.

Thorough knowledge of related occupational hazards and safety precautions.

Knowledge of effective supervisory communications, motivation, team building, coaching and evaluation and other principles and practices and of organization's personnel policies and procedures as well as related laws and regulations.

Considerable knowledge of AWWA requirements and related environmental laws and regulations.

Knowledge of the application of information technology to the work.

Some knowledge of related engineering specifications.

Working knowledge of the organization's personnel, budgeting and purchasing policies and procedures.

Working knowledge of the organization's water and sewer customer policies and charges.

Some knowledge of surveying principles and practices.

Skill in collaborative conflict resolution and customer service excellence.

Skill in the operation of heavy construction equipment.

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 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 visual acuity necessary 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.

Desirable Education and Experience

Graduation from a community college with coursework in environmental science, skilled trades, construction management or related area, and considerable experience in water distribution and/or sewer collection system maintenance or construction and supervisory training and experience; or an equivalent combination of education and experience.

Special Requirements

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

Possession of certification by state of N.C. in water distribution (Grade B) and wastewater collection (Grade II).

Beaufort
2022

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.