MAINTENANCE SUPERVISOR (SEWERAGE SYSTEMS)

DISTINGUISHING FEATURES OF THE CLASS: This is a first level supervisory position responsible for the safe and efficient operation and maintenance of a sewerage system including sewerage pumping stations, and in some systems may include the operation and maintenance of one or more sewerage treatment facilities. Supervision is exercised over a number of unskilled and skilled maintenance workers. General direction is received from a supervisor of higher rank or an administrative officer. During periods of emergency, employees in this class are expected to work other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:
Plans, schedules and supervises all work projects;
Supervises and participates in the installation, inspection and maintenance of sewage pipe lines;
Supervises the operation and maintenance of pumping stations;
Assures conformance to work specifications and operation standards;
Plans and promotes internal safety programs;
Participates in meetings with supervisors, engineers, contractors, subordinate staff and other interested parties to discuss and, as appropriate, resolve operating and maintenance problems;
Participates in training and instruction programs;
Ensures the maintenance of adequate records and the preparation of reports on operations and of the use of materials, manpower and equipment;
May recommend the employment, discipline, discharge or promotion of employees.

FOR SEWERAGE SYSTEMS WITH TREATMENT PLANTS:
Oversees or participates in the treatment of sewerage;
Makes regular inspection of plants(s) and plant machinery;
Makes or supervises necessary tests to insure proper operation of plant(s);
Issues instructions for the regulation of chlorinators and chemical feeders;
Schedules and supervises the cleaning of feeders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the methods, procedures, safety practices and equipment used in the maintenance of sanitary sewer systems and sewerage pumping stations, and for related public work facilities; when the system requires treatment of sewage: good knowledge of the operation and maintenance of the sewage treatment plant(s) within the system; good knowledge of the supervisory practices; working knowledge of the tools, techniques and practices of carpentry, masonry, painting and mechanics; ability to interpret routine public works engineering plans and specifications; ability to plan and supervise the work of several work crews through their leaders; ability to set up training standards and schedules and coordinate their use; ability to understand and carry out moderately difficult oral and written directions; ability to prepare activity records and reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years experience in the maintenance and/or construction of public works projects which included sewer systems; one (1) year of experience in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicle being operated.

R.C.D.P. (12.27.2006) 10.08.2015 - Job specification may be subject to further revision Competitive