

## **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;

Insures 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.