



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Utilities Maintenance Supervisor (Sewer) **LAST UPDATED:** 01/17/2017
DEPARTMENT: Public Works **JOB CLASS:**
REPORTS TO: Utilities Superintendent **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Utilities Superintendent, oversees and supervises the repair, maintenance and replacement of water and sewer lines and mains. Supervises assigned crew leaders and maintenance workers of the Public Works Department.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Supervises the daily maintenance and repair of the water lines/mains and wastewater lines.
- Prioritizes and assigns work orders to Crew Leaders to perform preventative maintenance, upgrades, repairs and replacement of the water lines/mains and wastewater lines.
- Monitors crew leaders and maintenance workers on the use of proper safety equipment and safety procedures.
- Oversees crew work and clean up following projects including the repair or replacement of landscaping.
- Responds to inquiries and complaints from homeowners, homebuilders, contractors related to water and wastewater line repair, replacement or installation.
- Supervises and monitors the maintenance and repair of all equipment, tools and materials.
- Prepares orders and stocking of materials, supplies and equipment for large construction projects such as the installation or replacement of water and sewer mains.
- Responds to calls for technical or emergency assistance from crews.
- Provides technical or actual assistance in the operation of equipment and installation of water and sewer lines.
- Prepares budget requests and monitors expenses.

Other Important Duties:

- Provides backup assistance, on-call coverage and support to other City departments as assigned.
- Prepares activity and project status reports.
- Travels to inspect work sites, motivate crewmembers, attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of water and sewer line repair, replacement and maintenance regulations, codes, practices and procedures.
- Knowledge of general construction practices and methods.
- Knowledge of heavy equipment and power tool operation and maintenance.
- Knowledge of occupational health and safety regulations and practices.
- Knowledge of computers and related equipment, hardware and software.

- Knowledge of City policies and procedures.

Required Knowledge and Skills (continued):

- Skill in effective oral and written communications.
- Skill in locating, prioritizing and responding in water and sewer line emergencies.
- Skill in planning, coordinating and implementing multiple maintenance and repair projects.
- Skill in training, developing and motivating assigned staff.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., and five (5) years water, sewer and heavy equipment operation experience, two (2) years of which is in a lead or supervisory role; or equivalent combination of education and experience.
- Must possess Water and Wastewater/Sewer Class C Licenses.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Class B CDL.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and treatment facility environments.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air and water borne pathogens, snakes, insects, and wild life common to municipal water and sewer pump and lift station facilities and underground utilities.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X

Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

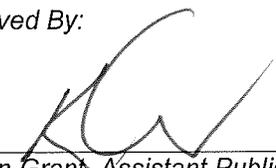
(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	X
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, 2-way radio, cellular telephone, heavy equipment, power and hand tools, and department vehicles.

Approved By:



 Kevin Grant, Assistant Public Works Director

1-17-2017

 Date



 Shannon Allyn, Human Resources Generalist

01/17/2017

 Date