

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

CLASS TITLE: Maintenance Supervisor

DEPT/DIV: Utilities/Distribution/Collection

SUPERVISOR: Distribution/Collection Superintendent

SUPERVISES: All personnel assigned to the division in the absence of the Superintendent.

Grade: 57

Class Characteristics: Under general direction, assumes responsibility for the Division in the absence of the Superintendent; supervises personnel assigned to construction, maintenance and cleanliness of system; assists in performing required duties; assists other Divisions/Departments as requested; performs related work as required.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential:

1. Assumes responsibility for the Division in the absence of the Superintendent.
2. Assists with formulation of operating policies and procedures with reference to maintenance of system.
3. Supervises crew and assists with the construction, maintenance and cleanliness of water distribution systems and wastewater collection systems, ensuring compliance with established procedures and standards and federal, state and local laws and administrative regulations; assists with performing required duties.
4. Ensures that all safety procedures are followed by those under his supervision.
5. Locates water and wastewater lines.
6. Checks systems for leaks; ensures that all leaks are repaired.
7. Checks pressure in lines.
8. Installs flushes and repairs fire hydrants.
9. Operates equipment assigned to Division.
10. Assists with implementation of Safety procedures and regulations.
11. Ensures compliance with preventive maintenance program.
12. Maintains proper records for all projects.
13. Assists with maintaining inventory of materials, supplies, and spare parts.

14. Attends training programs; ensures that Division personnel attend training programs to obtain certification as required.
15. Responds to emergency situations involving water distribution systems and wastewater collection systems at all hours.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by a minimum of three years directly related work experience. Education from an accredited college or university may be substituted for work experience requirements.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

1. Thorough knowledge of water distribution systems and wastewater collection system, including construction, maintenance and cleanliness of systems.
2. Thorough knowledge of federal, state and local laws and administrative regulations reference water distribution and wastewater collection.
3. Thorough knowledge of functions and servicing/maintenance requirements of equipment and machinery.
4. Thorough knowledge of and ability to ensure compliance with safety requirements.
5. Thorough knowledge of the geography of the service area.
6. Knowledge of welding, pipe fitting, carpentry, concrete, etc.
7. Knowledge of traffic laws.

Abilities

1. Ability to supervise assigned personnel while assisting with performing required duties.
2. Ability to operate equipment assigned to Division.
3. Ability to detect mechanical flaws and assist with minor repairs on equipment.
4. Ability to ensure compliance with preventive maintenance and servicing programs.
5. Ability to prepare and/or ensure the preparation of records and reports on a timely basis and to ensure that reports are forwarded as required.
6. Ability to establish and maintain effective working relationships with officers, other employees and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must use own judgment some of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts and programs within established limits or policies.

Review of Work: Completed work is spot-checked; work is reviewed through required oral and written reports.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work requires standing, walking, stooping; must lift objects over 25 pounds; must operate vehicle and equipment; required to be in high places; uses stairs and ladders; works in outside weather condition; regularly works near moving mechanical parts, uses cutting tools, and is frequently exposed to wet and/or humid conditions; works in trenches in excess of 4 feet; occasionally exposed to vibration, noise, fumes or airborne particles, toxic or caustic chemicals, raw sewage, and electrical currents. To mitigate these hazards, the employee will perform work safely in accordance with departmental safety procedures utilizing appropriate personal protective equipment and operates equipment safely.

Tools and/or Equipment Used: Mechanical tools and equipment (hand tools, power tools, etc.), vehicles, backhoe, grader, trencher, air compressor, safety equipment, etc.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky. Must obtain and maintain a valid Class A commercial driver's license issued by the Commonwealth of Kentucky within 12 months.

Certification Requirements: Must be able to respond to emergency situations at all hours. Must participate in the city's drug and alcohol testing program in order to maintain the commercial driver's license. Must possess a minimum of Class III D Distribution certification or Wastewater Collection Class III certification and obtain the other within one year of eligibility.

Overtime Provision: Non-exempt.