

CITY OF HELENA



Position Title: Sewer Maintenance Supervisor

Department: PW-Utility Maint.

Position #: 14106

Grade: 147

EEO Category: (08) Svc. Maintenance

FLSA: Exempt

EEO Function: (13) Sanitation & Sewage

Work Comp Code: 9410

DEFINITION

Under direction to develop, supervise, assign, review, and participate in the work of staff responsible for providing for sewer collection and storm water collection and management systems maintenance, operation, and repair services and activities of mains and lift stations; protection of storm water quality; collection and maintenance of collection system information; and to perform a variety of technical tasks relative to assigned area of responsibility pursuant to the goals and objectives established for the Division.

SUPERVISION RECEIVED

Under the direct supervision of the Utility Maintenance Superintendent; receives program direction from Public Works Director.

SUPERVISION EXERCISED

Exercises direct supervision over assigned technical and maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing maintenance and inspection to sanitary sewer mains, storm-water collection mains and related appurtenances; identify maintenance problems and areas; implement policies and procedures.

Inventory and assess the condition of sanitary sewer and storm-water collection mains and related appurtenances; plan and schedule needed work to effectively operate and maintain these systems; advise on the timing of needed repairs and recommend projects for inclusion into Division capital budget.

Assist to develop and implement sewer and storm-water preventative maintenance programs including needed repair and replacement project.

Assist to develop and implement safety practices and procedures for staff assigned to perform maintenance activities.

Assist to develop and recommend effective and efficient extension of sanitary sewer and storm-water mains in response to request for new development or service requests.

Assist in the monitoring and detection of illicit or improper connection to sanitary sewer and storm-water systems of the city.

Assist and recommend improvements through city plan review process for new developments, which require extension of the water distribution system.

Plan, prioritize, assign, supervise, and review the work of staff responsible for the maintenance and inspection of sanitary sewer mains and related appurtenances.

Plan and lay out sanitary sewer mains and related appurtenances inspection and maintenance projects; prepare time, material, and equipment estimates for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

Important & Essential Duties cont.:

Prepare various reports on operations and activities including status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Participate in the selection of assigned staff; provide or coordinate staff training including in the areas of work methods, techniques, and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures; process formal and informal grievances.

Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures; prepare specifications, bids, and contracts.

Manage, direct and maintain sewer and storm water collection infrastructure (pipes, ponds, lift stations, manholes, catch basins and inlets and associated appurtenances) and maintenance database software programs, including identifying and recommending needed repair and replacement projects.

Manage, oversee and maintain sewer and storm water collection infrastructure (pipes, ponds, lift stations, manholes, catch basins and inlets and associated appurtenances) data layer for use city GIS program and users

Respond to and resolve inquiries and complaints; respond to citizen complaints.

Participate in the administration of preventive maintenance, in-service training, and safety programs; develop safety programs that meet Federal and State standards; ensure compliance with safety procedures.

Conduct and coordinate flow measurements to determine sewer capacity and infiltration flow.

Supervise TV inspections of all new construction to meet City standards; record sewer and storm water connections for future reference; record TV history.

Assume responsibility for roof drain and storm drain connection investigations which may illegally connect to sanitary sewer.

Perform inspections, inventory and scheduling of maintenance on all size storm-drain piping, inlet and other connections and appurtenances.

Assume responsibility for the use of sewer dye in house drains for proof of legal connection and tracking of house services for homeowners.

Perform, supervise or direct the most difficult maintenance and repair duties in the area of work assigned.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned to fulfill the goals and objectives developed for the division or to further established city programs and policies.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations. Participate in development of employee safety programs for supervised staff

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive sewer collection and storm water management programs, including computer use and software applications for operation and maintenance.

Uses, purposes, and operating characteristics of specialized equipment used in sewer and storm collection and conveyance systems.

Modern and complex principles and practices used in the repair and maintenance of sewer and storm-water collection and conveyance systems; operation and maintenance of modern GPS equipment and related databases.

Occupational hazards and standard safety precautions necessary in construction, maintenance and repair work.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping and reporting.

Principles of mathematics.

Safe driving principles and practices.

Skill to:

Direct and instruct in the use, operation and maintenance of a wide variety of equipment and tools used in sewer and storm system construction, maintenance, and repair in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of technical and maintenance personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Independently perform and instruct others in the most difficult maintenance and repair duties in the area of work assigned.

Select and maintain machinery and equipment used in assigned projects.

Assist in budget preparation and monitoring.

Ensure the maximum utilization of manpower, equipment, and supplies.

Accurately determine project material needs.

Ability to cont.:

Prepare and maintain records and prepare comprehensive clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 50 lbs. unassisted, heavier items with proper equipment; distinguish color, and wear protective apparel while performing assigned duties; ability to travel to different sites and locations; availability for shift work, on-call, stand-by, and emergency call as assigned.

Work Environment

Work occurs both in office setting and out in the field under a variety of conditions that include exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of responsible experience in sewer and storm collection and conveyance system maintenance, construction, and operation including some supervisory experience, and computer application experience with databases, spreadsheets. A combination of related education and experience can be used.

Training:

Equivalent to the completion of the twelfth grade and any combination of two or more years course work or other training in civil engineering, public administration, business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain and hold, a Class B Commercial Drivers License, with tanker endorsement is preferred.

Possession of, or ability to obtain and hold, a wastewater collection certification and certification in the O & M of lift stations, under programs approved by the City of Helena.

Special Requirements:

Subject to pre-employment as well as random, reasonable suspicion, post accident and follow-up drug and alcohol testing as per the City of Helena substance abuse policy. Must maintain an acceptable driving record.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____