

# WATER-SEWER MAINTENANCE SUPERINTENDENT

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Position Code: 2381

WC Code: 7580

FLSA Status: Exempt

Pay Grade: 358

Location: Public Services

Approval Date: 2022

## **General Statement of Duties**

Performs difficult technical and supervisory work planning, organizing and directing the work of staff engaged in activities in the water distribution and sewer collection systems.

## **Distinguishing Features of the Class**

An employee in this class plans, organizes, and schedules projects, and ensures materials are available for a variety of work including construction, maintenance, meter reading, utility locating and other services associated with providing water distribution and sewer collection for customers. The employee provides technical advice and assistance to management in the operation and maintenance of the Town's water distribution and sewer collection systems and ensures that modern, safe, effective and efficient practices are utilized by supervisors and crews. Work involves planning and assigning in-house construction and maintenance projects, coordinating emergency repairs, overseeing an effective asset management system and responding to customer needs. Work also involves requesting and acquiring necessary resources for projects, maintaining records as necessary for permit compliance and long-range planning, and significant supervisory responsibility for employee performance and safety. Work requires considerable interpersonal, technical and administrative skills. The employee is subject to working in inside and outside environments including extreme hot and cold weather and exposed to various hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee may be required to enter confined spaces. Work is also subject to the final OSHA standards on blood borne pathogens and involves emergency call-back service. Work is performed under the general supervision of the Water Resources Director and is reviewed for conformance to establish specifications and federal, state and local standards, productivity of the work units, and general community acceptance.

## **Duties and Responsibilities**

Serves as Operator in Responsible Charge (ORC), as defined by NCGS, of the water distribution system and wastewater collection system; supervises the ORC of the cross-connection control program.

Plans, organizes and supervises employees, equipment, and materials to install, maintain, and repair the distribution and collection systems; ensures that distribution and collection systems are operated in compliance with federal and state rules and regulations and their respective permits.

Performs the full range of personnel management responsibilities, including supervising, training, motivating, coaching, and disciplining employees; resolves conflicts among staff; meets with subordinate supervisors to provide guidance in solving complex problems; sets priorities and deadlines and provides guidance and direction.

Completes required records and reports for the Water Resources Director and State and Federal agencies; keeps records of the activities of the division; supplies operational or project updates as requested.

Provides project management for construction and maintenance projects, coordinating with engineers and contractors to ensure projects are successfully completed within established time and budgetary constraints.

Participates in long range planning for capacity and technology.

Engages in considerable public contact with citizens, private contractors, engineers and the general public; investigates and determines corrective actions; coordinates projects with other departments; attends Town Board meetings when needed on agenda items.

Prepares budget requests; participates in the preparation of bid specifications and bid proposal analysis for the purchases of heavy equipment; makes estimates of the cost of time, materials, and equipment in costing projects; administers adopted budget line items.

Reviews regulatory changes and recommends and implements strategies to ensure compliance.

Participates in plan review for new subdivisions and developments and businesses; recommends location of distribution and collection system appurtenances.

Plans and oversees preventative maintenance programs for hydrants, valves, meters, pumps, lift station equipment, and related appurtenances, including asset management programs and work order tracking systems.

Supervises meter change-outs, testing, and repair; oversees monthly water meter reading and coordination of data with the billing department; ensures the meter reading system is operating efficiently and optimally.

Ensures that crews are well trained; ensures compliance with safety policy and OSHA regulations.

Ensures immediate, effective response to emergency sewer overflows and spills; reports/coordinates notification of the state, Town officials, media, etc.

Performs related duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the principles and practices of construction, repairs, operations, and maintenance of water distribution and sewer collection systems.

Thorough knowledge of the use of related equipment and materials.

Thorough knowledge of related occupational hazards and safety precautions.

Thorough knowledge of effective supervisory communications, motivation, coaching and other principles and practices and of organization's personnel policies and procedures for hiring, evaluation, discipline and other practices.

Thorough knowledge of related engineering specifications, and local, state, and federal regulations surrounding water distribution and wastewater collections.

Considerable knowledge of budgeting and purchasing procedures.

Considerable knowledge of construction and contract administration.

Some knowledge of GIS capabilities as they relate to asset management and preventative maintenance programs.

Some knowledge of surveying principles and practices.

Ability to read maps, and drawings.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to maintain and prepare accurate plans and reports.

## **Physical Requirements**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, to operate a computer terminal, and to read and prepare reports including the analysis of data and figures.

## **Minimum Education and Experience**

An Associate's Degree from an accredited community college and ten years of directly related experience; or a Bachelor's Degree from an accredited college or university and eight years of directly related experience including two years of supervisory experience; or an equivalent amount of education and directly related experience.

## **Special Requirements**

Possession of a valid North Carolina driver's license.

NC Water Distribution Grade A and Wastewater Collection Grade IV certifications.