

**DESCRIPTION OF WORK**

Under general supervision of the Utilities Systems Superintendent, performs and directs the work of semi-skilled and skilled personnel in construction, maintenance and repair of facilities of the water distribution, sewage collection and storm water systems.

**DUTIES-EXAMPLES OF WORK****ESSENTIAL DUTIES:**

Plans, schedules, supervises and performs work in operation, maintenance and repair of water and sewer systems; supervises regular and some seasonal employees in maintaining and operating the systems; maintains and repairs water and sewer mains, manholes, lift stations, pumps, valves, hydrants, water sources, controls, storage reservoirs, water meters and related installations; receives and follows up on complaints and inquiries; locates mains and services for crews, contractors and others; inspects main installations for proper back-fill and compaction; assigns personnel to tasks; instructs and trains employees in duties and safety practices; supervises meter readers and meter maintenance; maintains records of facilities, work performed and locations; prepares the recommended budget and administers the adopted budget; operates equipment as a back hoe, loader, excavator, grader, sewer jet and portable equipment such as pumps, welders, generators, air compressors and similar units; takes water samples for testing.

**OTHER DUTIES:** Assists other departments, as in snow removal and welding; performs related duties.

**QUALIFICATIONS**

Thorough knowledge of operation and maintenance of water and sewer systems.

Knowledge of hazards of the work and safety practices to prevent injuries.

Some knowledge of the basics of hydraulics and electricity.

Ability to properly and effectively plan and supervise the activities of the water distribution and sewer collection systems.

Ability to maintain and prepare accurate and orderly records and reports.

Ability to coordinate activities with other departments and agencies effectively and efficiently.

Ability to establish and maintain effective working relationships with employees, officials, customers, other agencies, supervisors and the public.

**PHYSICAL AND SENSORY REQUIREMENTS**

Ability to perform moderate physical work and to lift and carry up to 75 pounds;

Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate equipment, computer and a vehicle;

Ability to talk and hear in person, by telephone and two-way radio; to hear malfunctions of equipment;

Ability to see and read instructions, maps, manuals, logs and figures on a computer screen.

**EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to graduation from high school and five years of progressively responsible experience in water and sewer systems work.

**SPECIAL REQUIREMENTS:** Level II State Certifications in water distribution and sewer collection; possession of a valid Class B CDL.