

DESCRIPTION OF WORK

Under direction of the Director of Public Works, plans, organizes, supervises and coordinates activities of semi-skilled and skilled workers and subordinate supervisor in installation, repair and maintenance of the water distribution, sewage collection and storm water systems.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Serves as chief operator for water and sewerage systems in accordance with DEQ regulations; directs activities of employees assigned to maintenance, repair and installation of the water, water sources, wastewater and storm water systems; determines methods, schedules and coordinates operations; inspects work in progress to assure safety precautions are followed and work is coordinated as planned; holds tailgate safety meetings; trains new employees; evaluates performance of employees; prepares budget requests and administers adopted budgets; maintains records of work performed and prepares periodic reports; updates system maps and adds as-builts; responds to requests for service, complaints and property damage claims; prepares operations and preventive maintenance plans; determines or procures estimates of cost of operation and maintenance.

OTHER DUTIES: Barricades work sites; trouble shoots problems to determine needs; prepares inventories of materials and supplies on hand; studies to maintain required certifications; responds to emergencies; performs related duties.

QUALIFICATIONS

Knowledge of modern practices, techniques and safety aspects of systems' operations, repair and maintenance.

Knowledge of principles of supervision, training and evaluation of programs and employee performance.

Knowledge of hazards of the work and safety precautions and practices.

Knowledge of basic computer operation as related to the work.

Knowledge of State, Federal and local laws and Codes relative to utility operations.

Ability to plan, direct and supervise the work of operations of the systems.

Ability to select, train and supervise employees.

Ability to prepare, maintain and present clear and concise reports.

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

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform heavy physical work and to lift and carry up to 100 pounds;

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

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

Ability to talk and hear in person, by telephone, two-way radio and e-mail;

Ability to see and read instructions, manuals, plans, maps and work in progress.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school and five years of experience in water and wastewater utilities, including two in a lead or supervisory capacity.

SPECIAL REQUIREMENTS: Level II Certification in water distribution and wastewater collection systems; possession of a valid Class B/CDL.