

UTILITY MAINTENANCE SUPERINTENDENT

NATURE OF WORK

This is supervisory water and sewer maintenance and pumping station maintenance work.

The position of this class is responsible for supervising the activities of maintenance workers, equipment operators, and lift station operators engaged in the repair, replacement and maintenance of water distribution and sewer collection lines and lift stations in the City's utility system. Work also involves performing the more difficult maintenance tasks, and instructing subordinates in maintenance techniques. Work is performed with considerable technical independence under the general administrative direction of the Mayor and City Council. A consulting engineer is available to provide engineering expertise. Work is reviewed for the quality of maintenance tasks performed by subordinates and the efficient operations of the collection pumping system.

ILLUSTRATIVE EXAMPLES OF WORK {Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonably assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

Supervise maintenance workers, equipment and other operators involved in the repair, replacement, and maintenance of water and sewer lines and pumping stations. Coordinates activities such as digging trenches for mains and excavating for water services, hydrants, and pipes.

Instructs subordinates in the proper techniques of water and sewer maintenance; performs some of the more difficult maintenance tasks and operates the backhoe and other equipment as required. Organizes and directs the installation and repair of water mains, new service branches, hydrants and valves, and sewer collection lines and stations.

Formulates plans or participates in the preparation of plans for extension of the water distribution system and sewer collection and lift station system. Locates water and sewer lines; updates "as built" drawings.

Prepares time and work records and reports. Schedules and authorized vacations and personal leaves. Evaluates work performed by new employees.

Conducts reviews of plans and specifications for plumbing performed by contractors, including water and sewerage.

Inspects sewer and water lines, and related installations for compliance with codes and regulations; tests water for contaminating metals according to state and local guidelines.

Checks complaints in regard to defective installations, reviews complaints of unsanitary conditions.

Performs related work as assigned.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the methods, tools, and equipment related to the repair, replacement, and maintenance of water distribution and sewerage collection systems. Considerable knowledge of the safety precautions involved in the work.

Ability to plan, layout, and supervise work of subordinates; secure adherence to work schedules and give instructions on work methods.

Ability to keep records and prepare clear concise reports and plans, and to express ideas clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with representatives from federal and state agencies, city officials, other department heads, subordinates, contractors, and the public.

Ability to read and interpret blueprints and diagrams related to plumbing installations and modifications and construction plans, and to recognize deviations from such plans.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or GED equivalency supplemented by coursework in civil engineering or a related field, and four years experience in progressively responsible construction, installation, maintenance and repair work of a municipal water distribution system or related system; or any equivalent combination of education, training and experience.

NECESSARY SPECIAL REQUIREMENTS

1. Possession of Class III Water Distribution and Class III Wastewater Collection certification, as issued by the State of Louisiana, prior to appointment to this position.
2. Must be capable of responding to the site within one hour of being notified.
3. Possession of valid Louisiana Driver's License.