

CITY OF LATHROP

UTILITY MAINTENANCE SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction of the Public Works Superintendent, supervises, coordinates, directs and evaluates the work of staff involved in the operation, maintenance and repair of the City's water distribution, wastewater collection and storm drain systems; assists in the research and implementation of new programs; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Utility Maintenance Supervisor** is the supervisory level classification responsible for overseeing an assigned maintenance function within the Public Works Department. The incumbent is responsible for planning and scheduling staff assignments, and monitoring work production. The incumbent provides ongoing monitoring of service delivery, and responds to customer complaints and concerns. This classification is distinguished from the next higher classification Public Works Superintendent in that the latter is responsible for the management of multiple operational and maintenance units within the Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Public Works Superintendent. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the operation, maintenance and repair of water delivery, wastewater collection and storm drain systems; implements safety programs and ensures safe work practices, work quality and accuracy; oversees and monitors activities performed by outside contractors.
- Participates in the development and implementation of goals, objectives, policies and procedures; evaluates work methods and procedures for improving unit performance and meeting goals; ensures that goals are achieved; assists in the research and implementation of new programs.
- Participates in the selection and training of Utility Maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides or arranges for necessary training; initiates discipline procedures as is appropriate.
- Develops and monitor schedules, methods for procedures for performing assigned duties; conducts daily inspections of work in progress; monitors work activities to ensure safe work practices, work

quality and customer service; ensures compliance with applicable rules, policies and procedures; maintains appropriate work records and documents; prepares statistical and/or analytical reports on operations as necessary.

- Participates in the development of the utility maintenance budget; assists in monitoring the approved budget; coordinates with outside vendors for various supplies and services; oversees and maintains the inventory, maintenance and operating condition of departmental tools, equipment and supplies; requisitions and orders needed materials, parts and equipment.
- Evaluates and recommends work projects and activities, including installing and repairing water lines, sewer lines, lift stations and storm drains; ensures regular monitoring of all well sites, booster pumps and lift stations; supervises and participates in the operation of construction and maintenance equipment and/or machinery including construction vehicles, power tools and related equipment.
- Participates in all Utility Maintenance activities, including installing, inspecting and repairing water lines, sewer lines, lift stations and storm drains; ensures regular monitoring of all well sites, booster pumps and lift stations; supervises and participates in the operation of construction and maintenance equipment and/or machinery including construction vehicles, power tools and related equipment.
- Addresses and responds to customer service questions, inquiries and concerns; establishes and maintains a customer service orientation within the Unit.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Utility Maintenance Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible

experience in municipal utilities maintenance, including two years of lead or supervisory experience, and a high school diploma or equivalent. Supplemental coursework or specialized training in water distribution and/or wastewater collection systems is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of, or ability to obtain, a Water Distribution Operator, Grade III certificate and a Water treatment, Grade I certificate issued by the State of California Department of Health Services, and a Collection System, Grade III certificate issued by the California Water Environment Association (CWEA).

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of water and wastewater systems operation, maintenance and repair; operational characteristics of specialized construction and maintenance tools and equipment; characteristics of electrical control systems, pumps and SCADA control programs; principles and practices of project development and cost estimating; principles and practices of budget development and administration; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices; municipal accounting and budgetary systems; principles and techniques of effective supervision and performance evaluation.

Ability to:

Supervise and direct the operations and activities of assigned Maintenance Units in the Public Works Department; plan, organize and direct the work of subordinate staff; safely operate a variety of tools and equipment used in system operation and maintenance; estimate time and materials for completion of projects; coordinate and conduct training programs for staff; respond to issues and concerns from the community; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with city staff and the general public; evaluate operations for effectiveness and efficiency; recommend appropriate changes for improvement; preparation of reports and maintenance records.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials, including a computer and a variety of software applications such as SCADA.