

ASSISTANT MAINTENANCE SUPERVISOR (SEWERAGE SYSTEMS)

DISTINGUISHING FEATURES OF THE CLASS: Employees in the class are responsible for assisting the Maintenance Supervisor (Sewerage Systems) in the conduct of a safe and efficient sewerage operation and maintenance program including satellite sewage pumping stations. This includes conducting informative meetings and training sessions, and generally assisting in the planning, scheduling, assigning and inspecting the work of a number of unskilled and skilled maintenance workers. May assume full program responsibility in the absence of the Maintenance Supervisor (Sewerage Systems). Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the planning of and implements daily work schedules and assignments;
Oversees and may participate in the installation, maintenance and repair of sewer lines;
Oversees and may participate in the operation and maintenance of pump stations;
Participates in safety meetings, demonstrates the use of testing devices and conducts training programs;
Conducts periodic inspections of pump station alarm systems and motor equipment including pumps, engines and controls for malfunctions and defects and arranges for repairs and service;
Inspects work to ensure conformance with work orders and initiates corrective action as necessary;
Maintains operating and performance records;
Prepares reports on the operation and use of manpower, materials and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices and equipment used in the installation, operation and/or maintenance of sanitary sewer systems and sewage pumping stations; good knowledge of inspection practices and techniques; working knowledge of the tools and materials of the trade; ability to plan and implement work schedules; ability to supervise work crews; ability to conduct training and instruction programs; ability to understand and carry out both oral and written directions; ability to maintain activity records and prepare written reports; skill in the operation, maintenance and repair of sewer systems and sewage pumping stations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of experience in the installation, operation and/or maintenance of public works projects which included sewer systems and sewage pumping stations.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicle being operated.

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Competitive

06.21.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.