

MAINTENANCE SUPERVISOR I (SEWER & WATER)

DISTINGUISHING FEATURES OF THE CLASS: This is first level supervisory work which involves participation in as well as the directing and training of a work crew in a variety of tasks ranging from unskilled to skilled in the construction, improvement and repair of sanitary sewer and potable water systems. General supervision is received from the Superintendent of Public Works. The work may involve some responsibilities for clerical controls and records and the supervisory responsibilities may also include recommending promotion and disciplining of subordinates. During periods of emergency or unusual conditions employees in this class will be required to work other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the construction and maintenance of sanitary sewer and potable water systems;

Supervises and, as required, participates in the repair of operating equipment;

Investigates public concerns and complaints to determine responsibility and takes or recommends appropriate action;

Initiates and promotes internal safety practices;

Assists in training and instruction programs;

Prepares reports on the use of materials, manpower and equipment;

May maintain inventory of supplies, chemicals, tools and equipment and requisition material;

May operate a variety of motorized equipment and perform a variety of unskilled and semi-skilled laboring duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices, tools and equipment used in the construction, improvement and maintenance of sanitary sewer and potable water systems; working knowledge of the tools, techniques and practices of plumbing; ability to interpret routine public works engineering plans and specifications; ability to supervise a group of employees; ability to understand and carry out moderately difficult oral and written instructions; ability to prepare activity records and routine reports.

MINIMUM QUALIFICATIONS: Five (5) years of experience in the maintenance and/or construction of public works facilities including sewer and water systems.

NOTE: Graduation from an accredited technical institute or community college with an Associate's degree in any applied science may be substituted for three (3) years of experience, or other appropriate applied science or engineering schooling may be substituted for experience on a year-for-year basis. Each year of supervisory experience in the operation, maintenance and/or construction of public works facilities, which included sanitary sewers and/or water systems, will be considered to equal two (2) years of the required experience.

SPECIAL REQUIREMENTS:

1. It shall be the responsibility of the employer to make sure that incumbents possess a valid Grade D certificate issued under the provisions of Subpart 5-4 of the New York State Sanitary Code throughout the course of employment in this title.
2. If duties are to include the operation of motor vehicles, must possess a valid driver's license appropriate for the size and kind of vehicles to be driven.

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Competitive