CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Maintenance Supervisor - Water Distribution** **UNION:231**
SG:6
DEPARTMENT: **Public Works, Operations Division** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

This position combines supervisory and customer service responsibilities and the application of technical knowledge in the installation, maintenance, improvement, operation, monitoring, testing, inspection and repair of water distribution system facilities and equipment. The work involves direct responsibility for planning, scheduling, assigning, participating, and supervising work crews engaged in maintaining and repairing of the water distribution system. Error or negligence in the performance of the maintenance unit could have serious consequences for the viability of the City's water supply, public safety, the successful operation of the water distribution system, or potential legal liability or financial impacts due to non-compliance with federal and state requirements.

SUPERVISORY RELATIONSHIP:

Reports to the Superintendent of Maintenance. Works under general supervision and the guidance of City and Departmental policies and procedures as well as state regulations and division ordinances. Supervises office and fieldwork of Utility Workers I-V, Service Representatives I and II and extra labor employees. Works as part of a team and coordinates work with other division supervisors (including Water, Street, Wastewater Collection, Water Plant, Water Lab, Fleet Maintenance, Warehouse and Traffic supervisors), Public Works construction inspectors, Public Works engineering staff, private contractors, information management staff, and Finance staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, supervises, directs and may participate in the work of Water staff engaged in the design, construction, installation, maintenance, and repair of municipal water distribution system. This includes projects such as repair of water mains, water services, water meters, water pressure devices, water hydrants, water valves, and all aspects of the water distribution system. Continually evaluates and manages maintenance programs to ensure efficiencies and quality standards are maximized. Assists staff in analysis and diagnosis of problems, troubleshooting equipment and system failures.

2. Establishes and organizes work priorities, schedules and work assignments; coordinates availability of materials, equipment and personnel. Reviews daily accomplishments and modifies work priorities as necessary. Determines inventory needs for specific equipment/materials. Ensures work standards adhere to regulations, policies and procedures. Develops work-site plans for significant construction and maintenance activities.

3. Coordinates with other division supervisors, Public Works engineering staff, private contractors, Public Works inspectors, information management staff, meter readers and Finance staff to identify and resolve problems and to mitigate and minimize operational conflicts.

4. Evaluates the performance of the Water Distribution maintenance staff. Develops and/or coordinates ongoing, on the job training, vendor and in-house training for all water distribution work tasks. Assists with the development of and enforces safety and training policies and procedures, ensuring field staff are complying with applicable safety rules and regulations. Review accident hazard reports recommending corrective action. Conduct monthly crew safety and training meetings. Participates in selection and hiring processes; handles minor disciplinary actions; conducts performance evaluations; approves vacation requests and timesheets

5. Provides accurate and courteous communication to the public. Ensures that customer service requests are properly handled. Investigates damage claims and service requests and takes appropriate actions to limit City liability and expense.

6. Provides emergency response and cleanup in the event of a water main break or illicit discharge, documenting investigative findings, reporting to the Department of Ecology, Washington State Department of Health, and other regulatory agencies as required.

7. Utilizes computerized systems such as maintenance management, warehouse inventory, geographic information, utility billing, permitting and as-built archive systems to schedule, assign, track and record work requests and monitor program accomplishments; maintains records on assets and services; accesses maps and drawings of the water distribution system; responds to customer requests; and identifies improvements to the maintenance program.

8. Reviews the status of water distribution systems and equipment and recommends capital replacements and improvements. Reviews new development plans and specifications for compliance with division standards. Researches technical information from a variety of sources to determine compatibility and serviceability of equipment with present system.

9. Approves expenditures for equipment and materials, monitors budget for assigned area. Makes recommendations and assists Superintendent in development of preliminary budget for assigned area. Estimates job costs for billable and non-billable work orders.

10. Inspects the water distribution-related work of private contractors (end-of-construction walk-through); recommends acceptance or rejection of work as necessary. Provides assistance to project engineers or private contractors as needed at pre-construction meetings and during construction activity.

11. Responsible for assigning and ensuring the availability of on-call stand-by personnel on a rotating basis.

12. Fills in for Maintenance Supervisors in Sewer, Street, and Storm Drainage units, as requested, during absences of regularly assigned supervisor.

ADDITIONAL WORK PERFORMED:

1. Assists Superintendent in the evaluation and preparation of annual maintenance work plans.

2. Performs skilled labor as necessary in emergency situations.

3. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of safe work practices, methods, materials, and tools used in water distribution system construction, maintenance and operation.
- Considerable knowledge of and technical skill to perform preventive and corrective maintenance, new installation activities, and to analyze, troubleshoot, and correct faults in public environment.
- Working knowledge of the following: engineering as applied to water distribution maintenance and construction hydraulic theory, excavation principles, backflow and cross-connection control, sonic leak detection equipment, utility locating equipment, “live”-tapping equipment, meter testing equipment, measuring instruments; variety of fire hydrants, meters, pumps, valves, fittings, pipes; and chemical dosage applications, etc.

Skill in:

- Strong management skills including planning and organizing, problem analysis and decision-making, management control, time management, leadership and interpersonal sensitivity.
- Good supervisory skills to train and evaluate wastewater staff. Knowledge of the hazards and of the health and safety standards associated with wastewater maintenance and construction, safety rules, policies and procedures.
- Good leadership skills including the ability to act effectively in emergency situations, and the ability to provide leadership, coaching, and effective performance feedback to employees.
- Good oral and written communication skills to interact effectively with diverse groups of people such as co-workers, subordinates, citizens, outside agencies, contractors, engineers, etc.

Ability to:

- Research, understand and communicate to others information in complex technical manuals, blueprints, legal codes, drawings, schematics, etc.
- Maintain and assist in the development of accurate computerized maintenance records systems; ability to assist with input on division/department computer systems.
- Adapt and flex to schedule changes as necessary, and willingness to accept "call-out" status for emergencies.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job, including:
  - Frequent sitting, walking, climbing, bending, twisting, stooping;
  - Occasional lifting up to 50 lbs.;
  - Physical mobility to make on-site inspections/visitations of work sites at all facilities;
  - Adequate vison to read computer screens and printed documents;
  - Adequate hearing to effectively hear voice radio and crew communications, roadway traffic and alarms in a noisy environment.

WORKING ENVIRONMENT:

Work is performed primarily indoors in an office setting. May also work outdoors in all weather conditions, providing directions to crew, making on-site inspections or troubleshooting, etc. Hazards are infrequent, but may include: fumes, dust, asbestos, gases, moving mechanical equipment parts, extreme temperatures, maintenance and repair of pressurized water systems (up to 200 psi), inadequate lighting, confined spaces, trenches, loud noises and exposure to traffic. Normal safety precautions are taken into consideration for these hazards, as well as for a variety of daily

physical demands (i.e. climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, grasping, hearing, etc.). Safety precautions also extend to the driving and operation of a variety of vehicles and equipment in the course of performing duties.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Eight years of experience in Wastewater Maintenance, Street Maintenance, Stormwater Collection, Water Distribution, or equivalent related experience. Experience in a municipal public works department preferred.
- Two years of experience as supervisor and/or lead worker, or equivalent related experience.
- Coursework in areas such as engineering/construction technology, hydraulics and math is desirable.
- Additional training and experience in supervision is desirable.
- Training and experience in trench excavation and shoring work practices and procedures is desirable.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and local background check.
- Must secure and maintain a valid first aid/CPR card within 6 months of hire.
- Washington State Certified Erosion and Sediment Control Lead (CESCL) certification required within 1 year of hire.
- Washington State Certification as a Water Distribution Manager III required within one year of hire.
- Washington State Certification as Cross-Connection Control Specialist within one year of hire.
- Must secure and maintain Hazardous Waste Operation and Emergency Response (HAZWOPER) certification within 1 year of hire.
- Completion of the American Public Works Association (APWA) Public Works Institute (PWI) Template required within 3 years of hire.
- Valid Washington State driver's license and good driving record is required. Candidates must submit three-year driving abstract prior to hire.
- Secure and maintain a Class "A" Commercial Driver's License (CDL) with air brakes endorsement throughout term of employment.
- Must pass a drug and alcohol test prior to hire. Must submit to CDL-related random drug and alcohol testing during length of employment.
- Must be capable of responding to emergency call-out within one (1) hour's time.

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