



Class Title: Public Works Maintenance Supervisor

Job Code Number:

Department: Public Works

Division: NA

Date: 03/10/2022

Grade Number:

Union: Teamsters Local 763

Location: Maintenance Shop

GENERAL PURPOSE

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City parks and facilities, water, sewer, street, and storm drainage facilities and systems. This is a working supervisor position.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises Maintenance Workers, temporary staff, and others as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, schedules, implements and assists with construction, maintenance, and operation and construction activities designed to provide quality parks, water, sewer, street and drainage service for the city.

Trains and supervises employees performing the duties. Supervises the control and use of, and assumes responsibility of all materials, supplies and equipment used in in-house maintenance, construction and repair operations.

Inspects and supervises the repair of chlorinator, booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Requisitions needed supplies for the department and maintains appropriate inventory and a variety of records relating to equipment, supplies, water consumption and reports.

Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.



Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

Assists in motivating and evaluating personnel.

Analyzes annual operating costs and makes recommendations for Public Work's Director for department budget. Analyzes and projects the needs of the city for materials, facilities, improvements and repair

Operates vehicles and equipment of various sizes and weights in the construction, maintenance and repair of City facilities and infrastructure..

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains. Services water supply, sewer lift and other pumps.

PERIPHERAL DUTIES

Attend seminars and workshops related to duties and responsibilities. Performs backup duties for public work's director other related positions as needed. Assists in the training of city personnel in public works systems and techniques.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Seven (7) years of experience relating to the construction, repair and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; Thorough knowledge of pipe installation, connection and repair; Thorough knowledge of road construction and maintenance.
- (B) Skill in operation of the listed tools and equipment.



(C) Ability to guide, direct and motivate employees; Ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and sewer cleaners; Ability to perform heavy manual tasks for extended periods of time; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid State Driver's license Commercial Driver's License Class B – Air, Washington State Certification as Water Distribution Manager II, Cross Connection Specialist I, or ability to acquire above within 6 months of employment.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.



DISCLAIMERS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

TO APPLY:

Send cover letter and resume to bill.ferry@carnationwa.gov and complete the application form on our website www.carnationwa.gov under Employment Opps and include the completed application in your email.