

## CITY OF LINCOLN UTILITIES 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, supervises, monitors, evaluates and participates in operation and maintenance of the City's utilities: water and sanitary sewer, pumping and collection systems, including surface water deliveries, storage tanks and water wells; ensures safe work practices established by federal, state and local laws, work quality and accuracy; backflow testing, water testing; cleanouts, back water valves and service laterals; maintains appropriate work records which may include water quantity and quality data and flow records, CCTV inspections, review of tapes and report preparation, customer billing information, work schedules and time cards; serves as a technical resource for assigned work crews and the Director of Public Service; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Utility Maintenance Supervisor** is the supervisory level class responsible for assigning, supervising and participating in the work of staff engaged in the operation of the City's utilities water and wastewater facilities, and for ensuring compliance with federal, state and local requirements governing potable water and sanitary sewer, pumping and collection systems. This classification is distinguished from the next higher classification of Director of Public Service/ or designee in that the latter is normally responsible for overall management of the Public Service department.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Public Service or his/her designee. Exercises direct and indirect supervision over assigned staff.

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

- Plans, coordinates, prioritizes, monitors and participates in the overall operation and maintenance of the City's water system including surface water deliveries, storage tanks and water wells, provides day to day leadership to assigned staff; coordinates the work of the unit with other City departments, outside agencies or community groups.
- Plans, coordinates, prioritizes, monitors and participates in the overall operation and maintenance of the City's wastewater pumping and collection systems; operates and checks equipment, pumps and valves to assure that demands are met; repairs system equipment and related systems as required; provides day to day leadership to assigned staff; coordinates the work of the unit with other City departments, outside agencies or community groups.
- Performs the more difficult and complex duties of the work unit, including control of flow rates to keep within contract limits and ensure adequate supplies of water, operation and maintenance of water storage tanks, water wells, and the SCADA system; approvals for building permits and occupancy for residential and non-residential buildings; administers backflow and cross connection

programs; performs fire flow testing; responds to after hour call-outs.

- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level Public Services Director or Manager assigns work to assigned staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures; establishes performance goals for individual employees; participates in the selection, training and evaluation of assigned personnel; assumes responsibility for motivating and evaluating assigned personnel; initiates discipline procedures as is appropriate.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include water and/or wastewater quality and quantity data, customer billing information, time cards and preventative maintenance schedules; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; participates in budget preparation and monitors approved budgets; prepares project and operational cost estimates; orders supplies, chemicals and materials; participates in the equipment procurement process; monitors and controls supplies and equipment.
- Interfaces with regulatory agencies, developers and consultants regarding planning for new water facilities; supervises and approves the start up of new water facilities and pipelines within the city; supervises the installation, maintenance and reading of all water meters; orders service shutoffs for non-payment; responds to customer billing and water quality complaints.
- Interfaces with regulatory agencies, developers and consultants regarding planning for new water and wastewater pumping and collections system facilities; supervises and approves the start up of new water facilities and pipelines within the city; supervises the installation, maintenance and reading of all water meters.
- Monitors and tests overall potable water system quality and the sanitary sewer, pumping and collection systems; supervises and participates in the maintenance of accurate water quality data; supervises the operations and checked equipment, pumps and valves to assure demands are met; prepares and submits reports as required.
- Responds to the more difficult questions and concerns from the general public, contractors, consultants, and outside agencies, provides information as is appropriate and resolves public service or operational complaints.

#### **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 disinfecting and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and construction equipment, and work in confined spaces.

**QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

**Education and/or Experience:**

The qualifications include the equivalent of five years of increasingly responsible experience in the operation of water wells, storage facilities and transmission facilities equivalent to that of a Senior Water Technician with the City of Lincoln including three years (minimum) working with or supervising a team responsible for the City's sanitary sewer, pumping and collection system and a high school diploma or equivalent. Qualified candidates must possess an Associate or higher Degree from an accredited college or university at time of appointment.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license, Possession of, or ability to obtain within two years from date of hire, a Water Distribution Operator grade D4 certificate issued by the California State Department of Health Services and an American Water Works Association Cross Connection Control Specialist Certificate. Possession of a California Water Environment Association Collection System **Maintenance Grade I Certification** or the ability to obtain within two years from date of hire.

As supervisor, incumbent must ensure staff possess and maintain applicable certifications such as, a valid Water Distribution Operator Grade I, II, etc. certificate issued by the California State Department of Health Services, a valid Collection Systems Technician Grade I, II, etc. issued by California Water Environmental Association (CWEA),

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices, techniques and materials used in water system operation, treatment and maintenance; maintenance and treatment of a wastewater facilities; operation and maintenance of mechanical and electronic equipment such as pumps, valves, motors, microprocessors controllers, SCADA, backflow devices, electric motors, piping, wells, valves and tanks, and meters; methods and techniques of controlling flow rates to ensure adequate water supplies; principles and practices of bacteriological sampling techniques and mathematical analysis; knowledge of administering a budget; methods and techniques for training and supervising staff; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; operating characteristics and safety requirements for operation of heavy and light equipment; proper lifting procedures; methods and techniques for record keeping; occupational hazards and standard safety procedures.

**Skill to:**

Operate an office computer and a variety of word processing and water related software; safely and effectively operate a variety of maintenance and testing equipment used in the operation of potable water systems and wastewater systems. Operate City equipment and record findings; present reports and make condition assessments to upper management.

**Ability to:**

Supervise and direct the operations of the City's water facilities; estimate time, materials and equipment needed to provide water facility services; supervise the implement inflow and infiltration programs, smoke testing, line flushing with hydro jet cleaner; oversee the operation of a variety of construction equipment, vehicles, and power and hand tools; interpret, explain and apply applicable laws, codes and regulations; respond to issues and concerns from the community; respond to after hours call-outs; plan, organize and direct the work of subordinate staff; coordinate and conduct training programs for staff; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; 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.

**Salary Range:** Refer to Professional/Administrative Salary Schedule  
**FLSA:** Nonexempt  
**Employee Group:** Professional/Administrative, Local 39