



## Lake Whatcom Water & Sewer District Job Description

**Job Title:** Maintenance Supervisor

**FLSA Status:** Exempt

**Reports To:** District Engineer/Assistant GM

**Revision Date:** May 25, 2011

### **POSITION PURPOSE:**

The incumbent in this position is responsible for planning, supervising, organizing and managing the maintenance, repair, and field operation of the water and wastewater functions of the District. The Maintenance Supervisor assists the District Engineer/Assistant General Manager and General Manager with development and implementation of the District's management functions.

### **REPORTING RELATIONSHIPS:**

This position reports to the District Engineer/Assistant General Manager and directly supervises Maintenance Workers, Maintenance Electrician, Utility Systems Support Specialist, and others as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Reviews work orders and allocates resources; determines work priorities and schedules, and assigns work crew, equipment and materials; prioritizes work assignments; trains crew on proper work methods and techniques.
- Supervises, recommends hiring, training, monitors and evaluates work performance of maintenance and operations staff.
- Meets and confers with contractors, developers, state, county and city officials, to schedule and plan District jobs; responds to customer inquiries and complaints; responds to emergency situations and trouble shoots problems and projects.
- Prepares maintenance reports, records, work orders, daily logs, cost estimates; generates expense reports for billable work.
- Reviews plans of new plats, projects and county right of way improvements; verifies plans meet specifications and design standards.
- Reviews site prior to start of work; determines erosion control and permits required.
- Visits work sites and observes maintenance and repair work in progress; checks against plans and specifications.
- Instructs, trains and observes crew members in safety procedures and practices; inspects work site for hazardous conditions and ensures proper signage, barricades and other public safety devices are installed.
- Meets and confers with Engineering Department, inspectors, contractors and property owners and locator regarding pre-construction and onsite issues.
- Assists District Engineer/Assistant General Manager with annual budget process, program planning and purchasing.
- Tracks permitting and schedules with small works contractors for miscellaneous District work.
- Researches materials, equipment, and vehicle cost and availability and makes recommendations for purchases.
- Performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Maintenance and repair requirements of the District's water and sewer systems, facilities and equipment;
- Methods and techniques for planning and scheduling maintenance and repair work;
- Standards, rules and regulations for water and sewer system maintenance and repair;
- Water and sewer service operations during emergency situations;
- Safety rules, regulations and procedures;
- District reporting requirements;
- Principles and practices of management and supervision;
- Labor and Management policies, processes and procedures.
- Computer and associated software applications; and
- Construction specifications, regulations and procedures of state, county and local jurisdictions.

### **Skill in:**

- Planning, organizing, and overseeing assigned work programs, including monitoring work schedules, regulatory requirements and progress reviews, providing guidance, and direction;
- Report writing;
- Managing a budget;
- Making oral presentations;
- Conducting crew meetings;
- Estimating labor, materials, and crew costs;
- Reading schematics, plans, specifications and standards;
- Operating construction equipment, hand tools, and machinery;
- Use of office equipment such as computers, telephones, fax machines and calculators;
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers and the public; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

## **MINIMUM QUALIFICATIONS:**

**Experience/Education:** Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of progressively responsible experience in the maintenance, repair, and operation of a public utility or water and sewer district.

**Education:** High School Diploma or GED and one (1) year of vocational or apprenticeship training in electrical, mechanical, construction, or industrial trades.

### **Licensing and Certification Requirements:**

Possess and maintain:

- Valid Washington State Driver's Commercial Class A Driver's License with Air Brake and Tanker Endorsement
- Industrial First Aid Card
- Water Distribution Manager II certification, or the ability to obtain certification within one year of appointment
- Certified Erosion and Sediment Control Lead Certification, or the ability to obtain within one year of appointment
- Cross Connection Control Specialist Certification, or the ability to obtain within six (6) months of employment.

Within one year of employment:

- Water Treatment Plant Operator-in-Training Certification

**WORK ENVIRONMENT:**

Work is performed both indoors and outdoors in all weather conditions on roads and rights-of-way, treatment plant, or in remote areas. Directing field crews and inspecting projects requires exposure to moderate risks working around power equipment, in close proximity to roadway traffic, exposure to chemicals, etc., which require employees to use protective clothing, self-contained breathing apparatus, and other safety equipment, and follow established safety procedures. Incumbents are subject to 24-hour call-back/standby as assigned to resolve customer problems and/or perform emergency maintenance/repair after normal working hours on nights, weekends, and holidays.

**PHYSICAL REQUIREMENTS:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions for an entire day.

**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force consistently to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

**Approved: May 25, 2011**

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**Patrick Sorensen, General Manager**