

**CITY OF BELLINGHAM****JOB DESCRIPTION**

**JOB TITLE:** Maintenance Supervisor - Wastewater Collection  
**CLASS TITLE:** Supervisor  
**DEPARTMENT:** Public Works - Operations

CIVIL SERVICE:N  
FLSA:Y  
EE04:PR

**JOB SUMMARY:**

Position combines technical knowledge of wastewater collection operations with supervisory skills to assist with the planning, organizing, scheduling and training of Wastewater Collection Section workload and field crews. Responsible for the maintenance and repair of the City's wastewater collection system, ensuring both the quality of work and adherence to regulations, policies, and procedures. Also monitors work-in-progress, completed work, and other special projects as assigned.

**SUPERVISORY RELATIONSHIPS:**

Reports to the Public Works Superintendent - Utilities. Works independently to carry out assignments under Federal, State and City regulations, policies and procedures. Supervises work of wastewater collection field and office crews. Coordinates with other section supervisors to schedule and organize daily work. Provides assistance to other section supervisors and program areas as needed.

**ESSENTIAL FUNCTIONS OF THE JOB:**

1. Schedules and supervises maintenance and repair of wastewater collection system and minor related construction projects. Ensures that timely and accurate information and instruction is provided for implementation of City, state, and federal safety regulations in the field by work crews. Inspects finished work for quality control.
2. Coordinates daily with other section supervisors to plan and organize the work projects and the assignment of crews between program areas. Provides project supervision in other work program areas as assigned on a back-up or over flow basis only.
3. Contacts "one-call" system to receive information regarding the location of underground utilities where excavation may be needed. Procures materials and equipment for assigned projects using materials requisitions and other standard operating procedures.
4. Provides day to day guidance and supervision of personnel on assigned projects including assignment of work, delegation of authority, instruction and guidance in work methods and procedures, safety instruction and minor discipline. Assists Superintendent in employee selection and performance appraisal of personnel; recommends training and disciplinary action.

5. Utilizes the computerized maintenance management system daily to plan, schedule and record project assignments. Assigns project work order numbers and maintains manual and computerized records for the Daily Work Activity Report, Daily Time Sheets and Logs.
6. Provides accurate and courteous communication with the public, investigates Citizen Inquiry Reports to determine if action is appropriate by Wastewater Collection Section, notifies citizens if activity is scheduled on or near their property, resolves disputes during project duration according to policy guidelines, acts as general representative of the Department.
7. Ensures availability of on-call personnel, assigns staff for emergency operations as needed.
8. Performs inspection of contract jobs as assigned. Works with other City departments; participates in plan review and pre-construction meetings, and conducts in-progress and final inspections for other public works contract work.

**ADDITIONAL WORK PERFORMED:**

1. Provides information to superintendent regarding conditions in the field that may effect work policy, budget and other factors affecting the Wastewater Collection Section.
2. Assists in the annual planning processes for the yearly maintenance management program schedule and development of the Wastewater Collection Section budget.
3. Serves in responsible charge in superintendent's absence as needed.

**PERFORMANCE REQUIREMENTS:**

- Possess technical knowledge of equipment, materials, and methods used in wastewater collection maintenance and operations.
- Knowledge of wastewater collection and storm drainage system and the ability to apply that knowledge to solve problems, organize crews to maintain system, and plan for future maintenance.
- Knowledge of the functions of management, administration, and supervision.
- Good oral and written communication skills to establish and maintain effective working relations with crews, citizens and other City departments.
- Mathematical skills to add, subtract, multiply, divide, in order to estimate volume and compute square footage, etc.
- Good skills in leadership, planning and organizing, problem analysis and decision making, interpersonal sensitivity, adaptability, flexibility and time management.
- Good supervisory skills to assign and review work, and to productively motivate field crews.

- Ability to use critical judgment in emergency situations.
- Familiarity with personal computers and ability to make effective use of the maintenance management computer system.
- Ability to accurately complete records, and to compose short correspondence and reports.
- Ability to read blueprint plans, develop, and implement the final improvement project.
- Ability to initiate plans for improvements in Wastewater Collection operations and develop final improvement projects.
- Ability to read and interpret various written regulatory guidelines and apply those principles to field problems.
  
- Physical abilities to perform required duties:
  - Physical ability to occasionally stoop, bend, climb, or lift and carry objects of approximately 50 lbs.

**WORKING ENVIRONMENT:**

The majority of work is performed in an office setting with low everyday risks. Directing field crews and inspecting projects requires occasional exposure to moderate risks on City streets and rights-of-way and in close proximity to roadway traffic. Work may be performed in all weather conditions, on slick surfaces or uneven terrain. Employees may also be required to wear protective clothing.

**EXPERIENCE AND TRAINING:**

- Six years experience with Public Works operations preferred.
- Lead or supervisory experience desirable.
- Valid Washington State driver's license required. Candidates must submit a three-year driving abstract at the time of hire.

**NECESSARY SPECIAL REQUIREMENT:**

- Ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.

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