

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Maintenance Supervisor - Water Distribution	UNION:231
CLASS TITLE:	Division Supervisor	SG:S-8
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. 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 Superintendent – Utilities. Works independently under general supervision. Supervises office and fieldwork of extra labor employees, Utility Workers, Water Distribution Specialists II, III, and IV. Works as part of a team and coordinates work with 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, meter reading and Finance staff. Performs work under the guidance of state regulations, City, departmental, and division ordinances, policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, directs and supervises staff performing preventive and corrective maintenance, operation, and new installation activities of the water distribution system.
2. Assists maintenance staff in analysis and diagnosis of problems, troubleshooting equipment and system failures.
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 staff. Develops and/or coordinates ongoing, on-the-job training, vendor and in-house training for all water distribution system work tasks. Assists with the development of and enforces safety and training policies and procedures. 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. 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.
7. Reviews 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.
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. Also 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 duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Thorough knowledge of the methods, materials, and tools used in water distribution system construction, maintenance and operation.
- Working 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: 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.
- Working operational knowledge of water distribution, wastewater collection, and treatment plants.
- 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 Water Distribution staff, administer comprehensive performance standards, safety rules, policies and procedures.
- Good leadership skills including the ability to act effectively in emergency situations.
- Good oral and written communication skills to interact effectively with diverse groups of people such as co-workers, subordinates, outside agencies, contractors, engineers, etc.
- Ability to research, understand and interpret to others information in complex technical manuals, blueprints, legal codes, drawings, schematics, etc.
- Ability to maintain and assist in the development of accurate computerized maintenance records systems; ability to assist with input on division/department computer systems.
- Willingness to accept "on-call" status for emergencies.
- Physical mobility to make on-site inspections/visitations of work sites at all facilities.
- Physical and mental ability to perform the work assigned.

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 (8) years experience in the Water Distribution section or equivalent related experience.
- Two (2) years experience as supervisor and/or lead worker, such as Bellingham Water Distribution Specialist IV 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 asbestos pipe work practices and procedures is desirable.
- Training and experience in trench excavation and shoring work practices and procedures is desirable.

NECESSARY SPECIAL REQUIREMENT:

- Must possess a valid first aid/CPR card within 6 months 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.
- Completion of the City's Supervisory and Management Development Program required within 3 years of assignment to the position.
- 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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10/01/82

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