

PUBLIC SERVICES SUPERINTENDENT

General Statement of Duties

Performs responsible technical work supervising the work of crews engaged in maintenance and repair of the Town's infrastructure.

Distinguishing Features of the Class

An employee in this class supervises crews engaged in a variety of work associated with providing water treatment, electric distribution systems, building and ground maintenance, street maintenance, storm drainage, water distribution and sewer collection, and related maintenance and repair services. Work also includes assigning staff to projects; inspecting work; and answering and resolving public complaints. Work requires considerable interpersonal and technical skills and responsibility for crew safety. The employee serves as ORC of the water treatment plant and back up ORC for the wastewater collection system. The employee is subject to working in inside and outside environments including extreme hot and cold weather and work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee may be required to inspect water or sewer line pipes, utility holes or other small enclosed spaces. Work is also subject to the final OSHA standards on blood borne pathogens and involves emergency call-back service. Work is performed under general supervision and is reviewed for conformance to established specifications and standards, and productivity of the unit.

Duties and Responsibilities

Essential Duties and Tasks

Supervises and participates in the operation and maintenance of the water treatment plant and wells; ensures proper operation of plant including backwashing filters and water quality; takes samples and performs standard laboratory analysis; reviews results from contract laboratories; prepares and submits required reports.

Supervises and participates in the maintenance and repair of streets and storm drainage; operates equipment as needed; ensures staff have clear work assignments and necessary supplies, tools and equipment.

Supervises the electric distribution system operation, maintenance and repair; makes assignments to crews; ensures safe work operations.

Supervises and participates with employees in the installation, maintenance and repair of water and sewer lines, hydrants, meters, and valves; participates in field work; makes water and sewer taps; repairs broken mains; flushes and cleans sewer lines; operates camera equipment to inspect sewer lines.

Participates in hiring and provides orientation, training, mentoring, performance coaching and evaluation with assigned staff; ensures subordinate supervisors provide effective leadership; ensures safe work methods.

Inspects work of staff and contractors for required quality in progress and upon completion.

Operates back hoes, tractors, flushing equipment dump trucks, video cameras, pumps, air compressors and other equipment.

Ensures the availability of equipment, materials and staff for assigned tasks.

Responds to citizen requests, concerns, and issues; meets with citizens to resolve problems; locates and marks lines for contractors and other utilities.

Prepares division budget request and purchases necessary equipment, chemicals, and supplies; maintains necessary records and prepares reports; maintains adequate inventory and appropriate records.

Reads maps and plans to insure adherence to established plans.

Additional Job Duties

Performs related duties as assigned.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the operation, maintenance and repair of a well water treatment system and related regulatory and reporting requirements.

Considerable knowledge of the principles and practices of construction, repairs, and/or maintenance of water and sewer lines, masonry, and related structures.

Considerable knowledge of street and sidewalk maintenance, asphalt and concrete maintenance and repair, building and grounds maintenance and repair and related tasks.

Knowledge of the construction, maintenance and repair of electric distribution system methods and materials.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of related occupational hazards and safety precautions, including shoring, confined space entry, work zone signing, etc.

Knowledge of effective supervisory communications, motivation, training, mentoring, coaching and evaluation.

Knowledge of the application of information technology to the work.

Knowledge of the organization's personnel, budgeting and purchasing policies and procedures.

Some knowledge of laws and regulations related to hiring and supervising staff.

Some knowledge of related engineering specifications, AWWA requirements, and related environmental laws.

Knowledge of the organization's water and sewer customer policies.

Skill in collaborative conflict management, teamwork, and customer service excellence.

Ability to read plans maps, and drawings.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to maintain and prepare accurate plans and reports.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, to operate a computer terminal, and to read and prepare reports including the analysis of data and figures.

Desirable Education and Experience

Graduation from high school and considerable experience in water treatment and distribution or sewer collection system maintenance or construction, and experience with electric distribution system maintenance and repair, including some supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina commercial driver's license.

Possession of Grade B well operator certification.
Possession of Grade I collection system operator certification.
Possession of Grade B water distribution system certification.
Possession of Ornamental and Turf herbicide application certification.
Other certifications as determined by the Town.

Administering the Class

Employees hired or promoted into this classification without the requisite certifications should be considered a trainee under the provisions of the personnel policy.

Hertford
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