

MAINTENANCE AND CONSTRUCTION SUPERVISOR - 4691

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and responsible administrative work planning, directing, coordinating and supervising the construction, repair and maintenance activities for the water treatment/ distribution and wastewater treatment/ collection systems; does related work as required. Work is performed under the general supervision of the Director of Public Utilities.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Planning, directing and supervising the installation, maintenance and repair of utility lines and appurtenances; overseeing the preparing and maintenance of appropriate records and files.
- Plans and implements complete maintenance, repair and construction programs involving water supply and wastewater collection, distribution and treatment facilities.
- Provides expertise and assistance with maintenance/construction projects;
- Supervises equipment and vehicle maintenance;
- Coordinates maintenance and construction activities with the Director of Utilities and provides technical assistance and data when required;
- Writes requisitions for materials and supplies, bid packages, contracts, and general correspondence;
- Updates and controls management of inventory system;
- Serves as Safety Officer and coordinates safety programs;
- Establishes and enacts safety policies and procedures;
- Answers questions from the public, contractors, insurance companies, and other governmental agencies on policies and procedures;
- Works with VDOT on land use permits and traffic control;
- Manages compliance with the Underground Utilities Damage Prevention Act ("Miss Utility" system);
- Develops costs to invoice contractors for work performed by the sanitary districts and charge to others;
- Coordinates maintenance of vehicles and equipment;
- Responds to after-hours emergencies, under sometimes inclement weather conditions, as needed;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of utilities construction and maintenance; thorough knowledge of the occupational hazards associated with the work and the necessary safety precautions; ability to plan and direct the work of multiple work crews effectively; ability to express thoughts clearly and concisely both orally and in writing; ability to perform manual labor for extended periods, occasionally under unfavorable weather conditions; ability to establish and maintain effective working relationships with regulatory agency officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and experience of an increasingly responsible nature in construction and maintenance of water distribution and wastewater collection systems and considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, and hazards.

SPECIAL REQUIREMENTS:

Possession or ability to acquire an appropriate commercial driver's license valid in the Commonwealth of Virginia.

*This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.*