



**WATER AND SEWER
MAINTENANCE SUPERVISOR**

Jurisdiction Class: Non-Competitive
Civil Division: ALL
Adopted by YCCSC: 4/3/1997
Revised by PO: 6/20/2017
Revised by PO: 10/05/2017

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the operation, maintenance and repair of the municipal water and sewer systems. An employee in this class is also responsible for supervising the construction of new sewers and water mains and for the installation of service connections and meters. The work is performed under the direct supervision of a higher level supervisor with leeway allowed for the exercise of judgement in carry out the technical details of the job. General supervision is exercised over the work of subordinate personnel engaged in water and sewer maintenance and meter repair work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the maintenance and repair of the existing sewer system and water distribution system consisting of sewers, mains, valves, hydrants and services;
Supervises the construction and installation of extensions to the water and sewer systems;
Directs the installation and replacement of water meters;
Makes sketches of proposed alterations to the sewer system or water system;
Supervises the investigation and repair of leaks;
Supervises the maintenance, inspection, repair and painting of fire hydrants;
Reviews repair and installation records of sewer and water distribution systems;
Keeps time and material records of work assignments;
Figures materials and hours needed for projects;
Prepares budget for water and sewer department;
Responds at all times to emergency repair calls;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common practices, tools, principles, terminology and equipment involved in the construction, maintenance and repair of municipal sewer and water distribution systems;
Good knowledge of the principles of hydraulics as they relate to sewer and water distribution systems;
Good knowledge of the safety precautions exercised in such work;
Good knowledge of the principles and practices involved in the construction of sewer and water distribution systems;
Ability to make rough draft plans and sketches of changes and extensions in the sewer and water distribution systems;
Ability to supervise, plan, organize and direct the work of others;
Ability to understand and carry out complex oral and written directions;
Willingness to respond to emergency situations and perform overtime work;
Mechanical aptitude;
Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) Three years of experience where the primary function of the position was the operation, installation, maintenance and/or repair of mechanical equipment related to water distribution systems and/or sewer collection systems;

SPECIAL REQUIREMENTS:

Possession of Grade C and/or Grade D Water System Operator Certifications as appropriate to the municipality in which appointed within six months of appointment.