



PUBLIC WORKS MAINTENANCE
SUPERVISOR

Jurisdiction Class:	Competitive
Civil Division:	Town of Milo
Adopted by PO:	09/20/2018
Revised by PO:	03/15/2019
Revised by PO:	01/06/2020
Revised by PO:	08/16/2022

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility of the operation, maintenance and repair of the municipal water and sewer systems. An employee in this class is also responsible for 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 carrying out the technical details of the job. The incumbent may function as the lead worker while engaged in water and sewer maintenance and repair work. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains and repairs the existing sewer system and water distribution system consisting of sewers, mains, valves, hydrants and services;

Oversees the construction and installation of extensions to the water and sewer systems;

Directs and participates in the installation and replacement of water meters;

Makes sketches of proposed alterations to the sewer system or water system;

Participates in the investigation and repair of leaks;

Participates in 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;

Construction, extension, repair, maintenance and cleaning of streets and roads;

Maintenance and extension of storm and sanitary sewers, catch basins and collection lines;

May operate and maintain a water treatment or sewage treatment plant in the town;

May make taps on sewer and water mains, and install valves, gates, hydrants and fire lines;

Locate leaks, installs clamps and sleeves and makes other emergency repairs;

Perform a variety of minor maintenance on public works vehicles, such as changing oil, spark plugs, etc.;

May perform snow removal and ice control activities;

Cut and trim trees and brush in the town;

May operate a variety of motor and public works equipment, such as plows, graders, mowers, rollers, and backhoe;

May read, replace and repair water consumption meters;

Perform a variety of custodial and ground keeping duties, and maintenance of related tools and equipment;

May participate in the collection and disposal of garbage and trash;

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 system and water distribution systems;

Ability to get along with others;

Good knowledge of the principles of hydraulics as they relate to sewer system and water distribution system;

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 system;

Ability to make rough draft plans and sketches of changes and extensions in the sewer and water distribution system;

Ability to administer, plan, organize, communicate, direct and evaluate 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;

Willingness to work under all weather conditions;

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) Five (5) years of experience in the operation, installation, maintenance and/or repair of a water distribution system and/or sewer collection system.

Note: Depending on location of the position, one (1) year of experience in the operation of automotive equipment such as dump trucks, snow plows and other similar heavy automotive equipment may be a requirement.

SPECIAL REQUIREMENTS:

- a) Possess a Grade D Water System Operator Certification; AND
- b) Possess and maintain a Grade C or higher Operator at time of appointment; AND
- c) Possession of valid NYS Class D driver's license at time of application, and such license must be maintained in good standing throughout the tenure of employment in the position.
- d) If the position involves the operation of specific motor equipment or machinery, incumbent must possess a Class B or higher NYS Driver's License at the time of appointment; OR
- e) Depending on the location of the position, the condition of obtaining a NYS Class B CDL Learner's Permit within the first eight (8) weeks of employment and a NYS Class B CDL within the first fifty-two (52) weeks of employment.
- f) **Note: Employees who do not successfully obtain a New York State Learner's Permit for a Class B CDL within the first eight (8) weeks of appointment, and a New York State Class B CDL within the first fifty-two (52) weeks of employment, he/she shall be terminated.
- g) Additional license endorsements may be required at any time during tenure of employment in this position if the nature of the work deems it necessary.