



Assistant Water and Sewer Superintendent

Public Works – Water and Sewer

PW-WS/2

JOB SUMMARY

This position assists in managing and supervising the construction, operation, and maintenance of water distribution and sewer collection systems.

MAJOR DUTIES

- Assists in managing the construction, repair, and maintenance of city water distribution and sewer collection systems; identifies repair needs and assists in prioritizing maintenance projects.
- Oversees the installation, repair, and maintenance of water mains and services.
- Oversees the installation, repair, and maintenance of sewer mains and service lines.
- Supervises and participates in the response to customer service calls.
- Assists in coordinating the work of contractors involved in the construction, maintenance, and repair of distribution and collection infrastructure.
- Prioritizes and organizes daily work assignments for work crews.
- Manages the inventory of division equipment, tools, materials, and supplies.
- Operates heavy and other equipment as needed.
- Locates water and sewer lines.
- Operates a camera to inspect sewer lines.
- Operates jet-vac equipment.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices employed in the construction and maintenance of water distribution and sewer collection infrastructure.

- Knowledge of personnel management principles.
- Knowledge of inventory management principles.
- Knowledge of city purchasing policies and procedures.
- Knowledge of related local and state laws, procedures, and policies.
- Skill in planning, organizing, directing, and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the operation of public works construction equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Water and Sewer Superintendent assign work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include city ordinances, state and federal regulations, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical duties. Inclement weather and field conditions contribute to the complexity of the position.
- The purpose of this position is to assist in overseeing the maintenance and repair of the water distribution and wastewater collection systems. Successful performance contributes to well-maintained and effective water and wastewater systems.

CONTACTS

- Contacts are typically with co-workers, other city employees, contractors, vendors, plumbers, electricians, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The

employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Water and Sewer Supervisor, Heavy Equipment Operator, and Water and Sewer Technician.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.