



**CAPITAL REGION.**

**WATER**

**JOB DESCRIPTION**

<b>Position Title:</b>	<u>Field Maintenance Supervisor</u>	<b>Department:</b>	<u>Wastewater</u>
<b>Effective Date:</b>	<u>November, 2014</u>	<b>Supervisor's Title:</b>	<u>Superintendent - Wastewater</u>
<b>FLSA Status:</b>	<u>Exempt (Salaried)</u>	<b>Working Status:</b>	<u>Full Time</u>
		<b>BU Job Grade:</b>	<u>Non-BU</u>

**POSITION SUMMARY**

This position is responsible for supervising work in the maintenance, repair and minor construction of pump stations, conveyance, collection and stormwater systems throughout the Capital Region Water (CRW) system. Employee works with minimal supervision and receives assignments orally and in writing. Work is performed under general supervision of the Wastewater Superintendent.

To perform this job successfully, the individual must be able to perform and satisfactorily meet the essential job responsibilities and functions for this position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job responsibilities.

**ESSENTIAL JOB RESPONSIBILITIES & FUNCTIONS**

- Organizes, coordinates, and directs the activities of workers involved in the maintenance, repair and minor construction of the conveyance and collection system, equipment, and grounds.
- Develops working plans and lay-outs, and makes accompanying estimates for conveyance and collection system improvements and minor construction to these facilities.
- Inspects conveyance and collection facilities regularly to prevent and remediate system malfunctions.
- Ability to respond to off-hour emergencies on nights, weekends and holidays, as necessary.
- Supervises personnel: administers employee call outs for overtime and after-hour emergencies; prepares disciplinary actions and payroll reports.
- Employee will be required to carry an employer issued cell phone for emergency contact through nights and weekends.
- Supervises the training of personnel and confers with and advises subordinate personnel in the maintenance of equipment and machinery.
- Schedules, plans, oversees, and participates in required adjustments or repairs.
- Maintains and evaluates operating and maintenance records.
- Performs ordinary arithmetical procedures in standard, practical applications.
- Participates in the preparation of the budget and anticipates needs for personnel, equipment, and material to meet future demands. Interprets technical manuals, drawings, specifications, blueprints, and layouts.
- Maintains effective communications and working relationship with superiors and subordinates, as well as serving as a liaison between CRW and outside contractors.

## JOB DESCRIPTION (Contd.)

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**Position Title:** Field Maintenance Supervisor **Department:** Wastewater

- Inspects new sewer extensions as well as repairs to existing lines.
- Confers with facility Superintendent or designee regarding conveyance system malfunctions which may have an impact on the treatment facility.

### **EDUCATION AND WORK EXPERIENCE:**

- High school diploma or equivalent, with supplemental courses in mechanical subjects highly desirable.
- Five (5) to ten (10) years of experience in wastewater collection system operation depending upon size and complexity of system or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Demonstrated ability to lead work groups.
- Maintains effective communications and working relationships with superiors and subordinates as well as serving as a liaison between Capital Region Water and outside contractors.
- Courses in instrumentation, general or specific maintenance preferred.
- Extensive experience in the operation, maintenance, repair and minor construction in wastewater systems, some of which shall have been at a supervisory level.
- Completion of operator training course and/or sewer system operation, as well as PA DEP Wastewater Operator Certification Class E, Subclass 4 is desirable.
- Ability to obtain a Pennsylvania Commercial Driver's License, Class B within twelve (12) months of employment.
- Comprehensive knowledge of the methods, equipment, and materials used in the maintenance of wastewater transmission lines and their appurtenances.
- Thorough knowledge of mechanical and piping systems of the type used in wastewater treatment transmission systems.
- Thorough knowledge of recording instruments of the type used in wastewater treatment facility, conveyance and collection systems.
- Thorough knowledge of approved methods, practices, code requirements, and safety standards for collection system maintenance and operations.
- Knowledge of processes and equipment involved in wastewater force mains, diversion chambers, flood control chambers, storm water overflows regulators, air relief chambers and interceptor, and sewer systems.
- Ability to direct and evaluate operation of the conveyance and collection system.
- Ability to organize, coordinate, train and supervise personnel engaged in carrying out a conveyance system maintenance program.
- Ability to prepare estimates, specifications, and related documents for collection system operation.
- Ability to deal courteously with the public.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to communicate effectively, orally and in writing.
- Ability to react promptly and efficiently to emergencies.
- Must be adaptable to situations involving repetitive duties and alert with respect to dangers involved with sewer gas, chlorine, methane, etc.

## JOB DESCRIPTION (Contd.)

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**Position Title:** Field Maintenance Supervisor **Department:** Wastewater

### **WORK ENVIRONMENT & EQUIPMENT USED:**

- Work is performed primarily at points of treatment within the wastewater system. These locations would include, but not be limited to, the Advanced Wastewater Treatment Facility, contributing pump stations and sewer sheds.
  - Administrative duties require the use of computers for data entry, budget preparation, purchasing, record keeping, presentation graphics, public relations, and word processing.
  - Employee is subject to varied work conditions in and out of doors, including noise, fumes, hazardous materials and inclement weather.
  - Occasional lifting up to 50 lbs.
  - Duties typically are performed on weekdays between the hours of 7:00 a.m. and 3:30 p.m.; however, employee may work nights, weekends, and holidays as required.
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This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Capital Region Water and its non-BU employees is an at-will relationship.

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Employee Signature

Date