

**City of San Rafael
Job Class Specification**

Job Title: Sewer Maintenance Superintendent

SUMMARY

Under administrative direction, plans, organizes, directs and reviews the maintenance programs and activities of the City's gravity sewer system, sewer pump stations and force mains.

Distinguishing Characteristics:

This is a single position class managing the operations of assigned programs through a subordinate supervisor. Position is in charge of personnel and activities associated with maintaining the City's sanitary sewer system. This position is distinguished from the Sewer Maintenance Supervisor, which provides day-to-day supervision at job sites and participates in the work of maintenance crews. Established policies and procedures guide this position.

Essential Duties and Responsibilities:

- Supervises the repair and maintenance of the City's gravity sewer system, sewer pump stations, and force mains.
- Plans, establishes and directs the preventive maintenance programs in conjunction with the Deputy Director, manufacturers and engineers.
- Plans, lays out and explains daily work or special assignments to crew leaders. Determines personnel and crew sizes required for specific jobs with participation of assistants.
- Estimates and prepares requisitions for supplies, materials and equipment.
- Inspects and supervises the work of crews and outside contractors engages for the purpose of Sewer Division maintenance goals and objectives. Ensures completion of work and projects by City crews and contractors.
- Ensures observance of safe working habits including adequate oxygen in enclosed areas, respirator protection, chemical protection, safety harnesses for sub-grade work, and shoring in open trenching if required.
- Assists in the development and implementation of goals, objectives, policies, procedures, work standards, and budget in assigned area of responsibility.
- Coordinates with other divisions on equipment and staff required for sewer maintenance work or special projects, including but not limited to emergency operations. Coordinates with other agencies regarding sewer maintenance.
- Prepares specifications, assists in contractor selection and oversees technical and major maintenance or overhaul performed by contractors.
- Conducts employee performance appraisals, employee counseling, and interviews. Recommends discipline, salary actions and hiring of personnel.
- Responds to complaints from the public about sewer functions.
- Maintains records and prepares reports and performs related duties as required.

Knowledge of:

- Principles and practices of supervision.
- Work planning and control, planning, scheduling, estimating and directing work.
- Operational principles of gravity and force sewer lines and pumping stations.
- Methods, materials, equipment and materials used in the maintenance, repair, and cleaning of sewer systems.
- Chemical, gaseous and bacterial processes and hazards associated with operating and maintaining sewer systems.

- Techniques and City process for planning, specifying, and requisition materials, supplies and equipment, and administering contracts. City personnel and administrative policies and procedures; and Memorandum of Understanding and related documents governing working conditions.
- Safe working practices and safety equipment.

Ability to:

- Plan, schedule, assign, appraise and counsel employees.
- Direct, inspect and supervise work outdoors in inclement weather.
- Estimate material, equipment and personnel required for jobs.
- Read and interpret diagrams, blueprints and manuals.
- Identify maintenance problems and develop effective course of action for resolution.
- Communicate tactfully and effectively with the public.
- Establish and maintain effective working relationships with other supervisors, employees, contractors, other agencies, and the public.
- Maintain records and prepare required reports of division activities, hours and materials expended.
- Occasionally participate in work supervised.
- Work overtime and on-call.
- Perform inspections and supervise work underground, and in unpleasant or potentially hazardous conditions.

EDUCATION AND EXPERIENCE:

A typical way of gaining the knowledge, skill and ability outlined above is: Graduation from high school or equivalent, and five years of progressively responsible experience in the maintenance or construction of sewer lines and pumping facilities, including at least two years in a supervisory capacity.

SPECIAL REQUIREMENTS:

Must possess a valid California Class “B” driver’s license and have a satisfactory driving record. Must be willing to work underground, in confined places, in and near bacterially contaminated liquids, and in exposure to unpleasant and potentially hazardous conditions. Must be willing to work overtime and on call as needed for emergency repairs. Incumbents assigned to this job classification are subject to Department of Transportation’s Drug and Alcohol Regulations.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Hazards: Hazards are moderate, fairly predictable and protected against.

FLSA Status:	Exempt
Prepared By:	Nash and Company, Inc.
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