

POSITION DESCRIPTION

Sewer Maintenance Supervisor

Department:	Public Works
Division:	Sewer Maintenance
Grade:	21
Bargaining Unit:	Austin Associates Organization
FLSA Status:	Exempt
Reports To:	Street Superintendent
Date:	September 2021

General Purpose

Under limited supervision, this position performs supervisory maintenance work in the planning, construction, operation, repair, maintenance, and replacement of city sewer and storm drainage facilities and systems.

Complexity

The overall complexity of this position is high. While performing the normal duties of this job, many different processes and methods are required to apply to an established professional or technical field.

Responsibility

Supervision

Limited supervision is provided while performing the normal duties of this job.

This position has formal supervisory responsibilities as a manager in charge of an individual function.

Impact

While performing the normal duties of this job, this position's work affects the overall efficiency and image of the City.

Job Duties or Essential Functions

The essential functions of the position include, but are not limited to the following:

- Plans, schedules, and implements all construction, maintenance, and operation of the city sewer, drainage systems, and storm sewer piping system.
- Oversees construction and maintenance for acceptability and conformance with standards.
- Performs or effectively recommends the hiring, suspension, promotion, discharge, assignment, direction of work, discipline, and adjustment of other employees' grievances on behalf of the employer.
- Trains and supervises employees performing maintenance, construction and repair of sewer and storm drainage facilities.
- Analyzes annual operating costs and makes recommendations for the department budget.

- Responsible for all materials, supplies, and equipment used in the maintenance, construction, and repair of sewer collection and storm drainage systems and other department facilities.
- Measures structures, verifies alignment, ensures height is correct, and meets city standards.
- Coordinates work to be completed by contractors; and inspects completed work.
- Inspects and supervises the operation and repair of lift stations, booster pumping stations, reservoir, meters, drainage systems and sewer systems; and ensures systems function properly.
- Maintains personnel, equipment, and supply records and reports; and completes documentation related to sewer maintenance records.
- Provides supporting records for compliance related to sewer cleaning and sewer backup claims.
- Supervises, instructs, and assists crews with the installation of new sewer lines; and maintains existing sewer collection systems.
- Ensures department has the necessary materials, supplies, and equipment; and maintains inventory of parts and materials.
- Supervises the location of gas, telephone, power, television, water and sewer lines prior to excavation; and informs crew members of locations.
- Oversees and administers the City's Gopher State One-Call program; and verifies the city's infrastructure is accurately located for underground excavation.
- Responds to emergency sewer problems and assists with troubleshooting.
- Responds to sewer related problems and evaluates the situation to determine a solution and determines which party liable; and explains findings to property owners and notifies water and sewer crew as necessary.
- Contacts residents and business owners where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Ensures department tools and materials are maintained properly by cleaning and checking equipment after use; and maintains part, material, tool, and supply inventory.
- Instructs staff with proper safety procedures; and oversees the safety of maintenance workers and machine operators.
- Inspects and assists in the control and use of supplies and equipment used by the department.
- Analyzes and projects the needs of the city for equipment and materials for completion of the maintenance activities.
- Provides operation guidance for construction of sewer lines and lift station construction.
- Performs other duties as assigned

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

Education

Training at a technical or vocational school with a focus on sewer operations and maintenance or related field.

Experience

Four (4) years of experience in construction repair of storm sewer equipment.

Training, Certificates, and Licenses

- Commercial Driver's License
- Class SB Collection System Certification

Desired Qualifications

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

Education

Training at a technical or vocational school with a focus on sewer operations and maintenance or related field.

Experience

Four (4) years of experience in construction repair of storm sewer equipment.

Training, Certificates, and Licenses

- Commercial Driver's License
- Class SB Collection System Certification

Required Physical Abilities and Work Conditions

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Hazards

While performing the duties of this job, this position may occasionally climb, balance, bend/stoop, kneel, crouch, squat, reach above shoulder level, sit, walk, push/pull, lift up to 100 lbs., carry up to 100 lbs., finger/enter data/keystroke, feel, and smell; and frequently stand, talk, hear, and drive.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color, and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for simple handling or grasping.

While performing the duties of this job, this position will use their right foot for repetitive motions.

Surroundings

While performing the duties of this job, this position will experience exposure to inside and outside environmental conditions, working in narrow aisles or passageways, working in close quarters, extreme heat, and extreme cold.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify, or eliminate job duties and responsibilities and jobs at its discretion with or without notice.