

CITY OF HELENA



Position Title: Sewer and Storm Collection Systems Maintenance Supervisor

Department: Public Works

Division: Utilities Maintenance

Grade: 149

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to supervise and administer the programs and operations of the public sewer and storm water collections systems for the city of Helena under the general direction of the Utility Maintenance Superintendent. The position develops, supervises, assigns, reviews, and directs the work of staff responsible for providing: sewer collections system (including pipe, manhole and lift station) maintenance and operation; storm collections systems (including pipe, ditches, manhole, inlets and ponds) operation, maintenance and repair services and activities; protection of storm water quality and discharges; collection and maintenance of sewer and storm water system information; and the performance of a variety of technical tasks relative to assigned area of responsibility pursuant to and in support of the goals and objectives established for the Division.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Sewer and Storm Water Collection System Operation, Maintenance and Repair

This position will plan, prioritize, assign, supervise, and review the work of staff responsible for sewer and storm water collections system maintenance, operation, and repair services and activities, including the maintenance, operation, and repair of: sewer mains, manholes and lift stations; and, storm water pipes, ditches, ponds, manholes, inlets and related components of this collection system. The incumbent will: schedule, assign and monitor various collection system maintenance, operation, and repair projects; prepare time, material, and equipment estimates for assigned jobs; requisition materials as required; order inventory parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished. The position will inventory and assess the condition of sewer and storm water collection system and related appurtenances; plan and schedule needed work to effectively operate and maintain these systems; advise on the timing of needed repairs and recommend projects for inclusion into Division capital budget; and assist to develop and implement collection system preventative maintenance programs including needed repair and replacement projects, and flow monitoring, sampling and preventative maintenance programs, emergency back-up response procedures, and jetting and TV inspection programs.

Maintenance Information Management and Reporting

The incumbent will oversee, manage and maintain the Cityworks work order and GIS information management systems sewer and storm water system data layers related to the assigned maintenance and repair programs. The position will oversee and maintain utility service related data for City GIS program and users including sewer and storm water mains, manholes, inlets, lift stations, service connections, other laterals and related information used in system operation and maintenance functions. The incumbent will prepare various reports on operations and activities including status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

The position will oversee the maintenance of sewer and storm water collections system maps and plats; update service connection locations and manage new or changed sewer or storm water collection system information.

Work Safety and Operational Duties

The incumbent will assist to develop and implement safety practices and procedures for staff assigned to perform maintenance activities; inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications. The position will supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.

Project Planning and Review

The position will recommend effective and efficient extension of sewer and storm water collection system components in response to requests for new development or new or upgraded service requests; review and comment on infrastructure plans; and investigate and detect illicit or improper connection use to city sewer or storm water system and its components. The incumbent will advise on the timing of needed repair or replacement projects for inclusion into the Division Capitol budget.

Customer Service and Support

The position and assigned staff interact with utility customers, contractors and other divisions. The position responds to customer and contractor inquiries and complaints on a variety of sewer and storm water main and service related issues; advises customers and contractors on locations and conditions of public sewer and storm infrastructure, proper connection procedure and methods and capacity or other sewer or storm water connection issues.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Customer service practices
- Time management and organizational practices
- Operations, services, and activities of a comprehensive sewer and storm water collections system program, including computer use, software applications and specialized equipment for operation and maintenance of a sewer and storm collection system program
- Occupational hazards and standard safety precautions necessary in construction, maintenance and repair work

Skill or ability to:

- Communicate clearly and concisely, both orally and in writing
- Problem solve and plan
- Prepare and maintain records and prepare comprehensive, clear and concise reports
- Develop and maintain effective and harmonious relationships with a variety of stakeholders
- Operate modern office equipment including computer equipment
- Supervise, manage and lead technical and maintenance personnel
- Use, operate, and maintain a wide variety of equipment and tools used in sewer and storm water collections system construction, maintenance, and repair in a safe and effective manner.
- Operate a motor vehicle safely
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

- Independently perform the most difficult maintenance and repair duties in the area of work assigned.
- Select and maintain machinery and equipment used in assigned projects.
- Assist in budget preparation and monitoring.
- Prepare and maintain records and prepare comprehensive clear and concise reports.

Physical Demands:

The incumbent must possess the ability to, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 50 lbs., distinguish color, and wear protective apparel. The position will be exposed to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards.

The position must have the ability to travel to different sites and locations and have availability for shift work, on-call, stand-by, and emergency call as assigned or as system operation requires.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of four years of responsible experience in sewer and storm water collection system maintenance, construction, and operation computer application experience with databases and spreadsheets. This should include two years of some level of supervisory experience. Education equivalent to the completion of the twelfth grade supplemented by course work or training equivalent to two years in civil engineering, public administration, business administration, or a related field is required. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver’s license with acceptable driving record at the time of hire; be able to maintain the license or have the ability to obtain a valid MT driver’s license within six months of hire and maintain such through the period of employment.

Possession of, or ability to obtain and maintain within a six month period from time of hire, a Class B Commercial Driver’s License with a tanker endorsement is desirable but not essential.

Possession of, or ability to obtain within a six month period from time of hire, Sewer Collections and lift station Operator Certificate issued by University of Southern California or as required by the State of Montana.

Supervision Received:

Supervised by the Utilities Maintenance Superintendent; receives occasional program direction from the Public Works Director.

Supervision Exercised:

Exercises direct supervision over assigned technical and maintenance staff.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.