

CITY OF TACOMA
CLASSIFICATION SPECIFICATION
SEWER TRANSMISSION SYSTEM
MAINTENANCE SUPERVISOR
CLASS NUMBER: Proposed

DEFINITION:

This classification is responsible for supervising the Sewer Transmission Section maintenance activities. Responsible for overseeing and establishing work priorities and assignments for multi-skilled work crews and special construction projects. Incumbents are assigned responsibility for monitoring and ensuring project completion by providing supervision and guidance to coordinators, area leads and work crews; prioritizing and estimating time and costs; developing, recommending and implementing modifications or revisions to existing operating procedures and performance standards.

Distinguishing Characteristics

An employee in this class is responsible for supervising employees in the efficient and safe operation, repair and maintenance of the sewer transmission collection system.

ESSENTIAL DUTIES:

- Supervises and evaluates the work activities of Coordinators, field crews and office personnel; perform time approval, authorize and track overtime.
- Monitor daily maintenance and repair activities; inspect and review field work to ensure proper safety precautions are followed. Adjust workload, priorities, and direct assignments of work crews as necessary in response to system emergencies and failures.
- Prepare performance appraisals for subordinates. Make recommendations on hiring and discipline as required.
- Analyze operations, develop and implement maintenance programs and procedures; ensure appropriate training activities are scheduled;.
- provide recommendations on budget related issues; review claims reports for discrepancies; handle inquiries and investigate customer concerns.
- Schedule and prioritize work load, determine appropriate methods, materials and equipment required to perform necessary maintenance and repair work.
- Plan, coordinate and prioritize work requests with business team, City Divisions, contractors and the public; determine resource requirements; Plan and facilitate meetings.
- assess availability of materials and supplies, authorize purchases and review status of purchase orders and deliveries.
- Develop and analyze a variety of reports from the work management system related to the operation, maintenance, and performance of the transmission system. Review and adjust preventative maintenance service levels and performance standards to meet system needs.
- Implement and oversee business processes to maintain accurate records and reports for the work unit.

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- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

Materials, methods, practices, tools and equipment used in sewer maintenance and construction.

Occupational hazards and safety regulations.

Practices of sub-professional civil engineering as applied to sewer maintenance and construction.

Record-keeping techniques.

Principles and practices of supervision and training.

SKILLS:

Assist in the operations, maintenance and repair of the City's sewage and storm drain system.

Read and interpret blueprints and follow grades established by engineering computations.

Plan and schedule sewer transmission system maintenance and construction work.

Establish and maintain harmonious relationships with City officials, employees and the general public.

Develop policies to address safety issues and ensure compliance with safety regulations.

Maintain records and prepare reports.

Use computerized information management system for generating reports and reviewing system maintenance and history.

Operate various tools, equipment and machinery used in sewer maintenance and repair work.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

Effectively analyze situations and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Train and provide work direction to others.

Assign and review the work of others.

Work collaboratively with City Divisions and the public

QUALIFICATIONS (TRAINING AND EDUCATION):

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An equivalent combination to: graduation from high school or vocational school and at least four years' experience supervising multi-craft personnel in a wastewater treatment industry setting, or, eight years of experience in a journey-level craft or engineering field, including four years as a lead supervising journey-level craft trades..

LICENSING, CERTIFICATIONS AND OTHER LEGAL REQUIREMENTS:

Valid Washington State Driver's License.

CLASS SPECIFICATION HISTORY:

Adopted:
Revised:
Reviewed:
Title Change:
EEO Category: 7
Medical Group: 2
Job Group: 21
Union: 17
Overtime Category: A

Approved by: _____
Joy St Germain, HR Director

Date: _____