

CITY OF WESTPORT

JOB DESCRIPTION

POSITION

ASSISTANT MAINTENANCE SUPERVISOR/WATER

DEPARTMENT

PUBLIC WORKS

EFFECTIVE DATE

September 15, 2015

REPORTS TO

MAINTENANCE
SUPERVISOR/WATER

This is a full-time, Fair Labor Standards Act overtime non-exempt position. The Assistant Maintenance Supervisor/Water is not a Civil Service employee, and union membership (or lawful membership alternative) is required. It is not anticipated that he/she will be required to attend meetings; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off. This position may be required to give oral presentations on proposals for equipment or projects.

MAJOR FUNCTION AND PURPOSE

The Assistant Maintenance Supervisor/Water is, as the title implies, responsible for assisting the Maintenance Supervisor/Water in the routine operation of the City's Water facilities, to ensure that it meets or exceeds federal, state and local permit requirements for water quality. This entails the ability to install, inspect, clean and repair all of the equipment that is necessary to this process and to ensure that it functions properly at all times. The incumbent will normally be assigned as the City's Cross Connection Control Specialist with responsibility for management of the City's Cross Connection Control Program. The incumbent may also be assigned duties as a Backflow Assembly Specialist. When the Maintenance Supervisor/Water is absent, the Assistant Maintenance Supervisor/Water will assume the duties and responsibilities of the Supervisor, including keeping the Public Works Director informed of the system operations and status.

GENERAL FUNCTION

As directed by the Maintenance Supervisor/Water, supervises all activities for the production and distribution of drinking water. The incumbent is considered as a working system operator.

SUPERVISION RESPONSIBILITIES

The Assistant Maintenance Supervisor/Water may be responsible for supervising the work of the employees in the water department. Supervision consists of assigning priorities, specific tasks and work review. The position provides instruction and training as required. The position may make recommendations on hiring, preparing performance evaluations, and disciplinary action.

JOB DUTIES AND RESPONSIBILITIES

The job duties listed below are those for the Maintenance Supervisor/Water. The Assistant Maintenance Supervisor/Water will assist the Supervisor in meeting those duties and responsibilities as assigned by the Supervisor. The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

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This job description reflects general details as necessary to describe the principal functions of this job, and the level of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or relief, to equalize peak periods, or to otherwise balance the workload.

Maintains accurate and update current inventories of all equipment

Recommends budget expenditures for the efficient operation and expansion of water distribution system

Maintains all Water Department records required by U.S.E.P.A., State and County Health, including submitting water samples as required by those agencies

Designs and supervises installations to upgrade the system as per Five Year Comprehensive Water Plan

Receives and evaluates the water portion of plans submitted by developers and makes recommendations to the Public Works Department concerning proposed development

Maintains state required certification and assists maintenance workers in their training

Maintains good public relations

Evaluates personnel performance and makes recommendations to the Public Works Director relative to employee advancement

Leads personnel in the field to ensure maximum productivity

Ongoing training for all water maintenance workers toward plant operators

Manage and maintain cross connection control program.

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

Knowledge of components of water systems, their installation, maintenance and repair

Excellent sense of attention to detail

Good leadership skills

Knowledge in the use of heavy commercial vehicles, heavy equipment and in the use of hand tools

Ability to work well with others

Ability to use a variety of potentially hazardous tools safely and efficiently

Ability to interact professionally with the public

Ability to climb and service the water towers at all heights.

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WORKING CONDITIONS

Work is performed indoors and outdoors. The employee may need to work in confined spaces and may be required to work in noisy work areas. Exposure to hazards is commonplace. Among the hazards encountered are machinery or its moving parts, solvents, oil, ink, dampness, direct sunlight, dust, pollen, noxious odors, fumes or chemicals and smoke. Hazardous areas routinely encountered include heavy machinery, excessive noise and vehicle traffic.

Protective clothing is required for completion of some job requirements, including rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard hats and other specialized protective equipment.

CONTACTS AND RELATIONSHIPS

The incumbent will have extensive contact with citizens of the community and contractors. In the course of completing the required job duties, the individual in this position will have a variety of contacts, in person, via telephone, or through correspondence, which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities and a substantial number of contacts are to negotiate or solve problems.

PHYSICAL REQUIREMENTS

The Assistant Maintenance Supervisor/Water must have the overall stamina and ability to perform moderate to strenuous physical activity, including:

Ability to stand or walk for long periods of time

Traverse rough terrain

Work in or over water

Lift or carry up to 100 pounds

Ability to work in tight or confined spaces

Hear alarms and have the ability to audibly identify the presence of danger or hazard

Lift his/her arms above shoulder level

Perform continuous or repetitive arm/hand movement

Perform fine, controlled muscular movements to adjust the position of a control mechanism

Perform precise arm/hand positioning movements and maintenance of static arm/hand position

Accomplish skillful, controlled manipulations of small objects

Ability to climb and work on high rise facilities.

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RECRUITING REQUIREMENTS

High School diploma or equivalent

Must possess a valid Washington State Driver's License with CDL endorsement

Experience in operating a variety of heavy-duty equipment and vehicles

Hands-on experience in water distribution functions

Demonstrated knowledge of City's distribution system and operating procedures

One year experience in Maintenance Worker II/Water classification

One year Cross Connection Control Specialist Certification

Water Distribution Manager II Classification

Backflow Assembly Specialist Certifications desirable

Training or experience in Supervision or Management of Personnel

EXPERIENCE AND TRAINING

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

REVIEWED AND APPROVED BY:

DATED: _____ 4. 1 -t, 2-01 5