

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Utility Maintenance Supervisor
DEPARTMENT: Public Works
DIVISION: Utilities - Maintenance
FLSA STATUS: Non-Exempt

SUMMARY: The utilities maintenance supervisor will be responsible for supervision of employees and coordination of all normal and afterhours repairs, maintenance or other work to water, sewer, and communication lines, excavation work, electrical & mechanical (E&M) repairs and maintenance to water and sewer treatment facilities, grinder pumps and pump stations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for all work orders for repairs/taps to completion and filing of all work orders. Also strive to develop the most effective and robust methods of repair and maintain electrical and mechanical components of water and sewer distribution/collection/treatment systems.
2. Provide direct supervision of utility maintenance personnel in performance of their duties to ensure and enforce work and safety rules for all applicable County, State and Federal laws, regulations, policies and procedures and provide on the job instructions to personnel to improve work methods.
3. Coordinate and track the daily progress of all utility line maintenance work completed by the maintenance department, builders, and/or contractors. Includes, but not limited to, water/sewer taps, grinder pump installation inspection, main line installation/repair, water/sewer leak repair, septic tank maintenance and line locate requests.
4. Coordinate and track daily progress of all E&M maintenance of water treatment plants, sewer treatment plants, pump stations, odor control and grinder pumps completed by the maintenance department, builders, and/or contractors. Includes, but is not limited to, new grinder pump wiring, grinder pump red-light calls (during normal hours), water/sewer pump station control panels, maintenance/repairs/calibration of water/sewer treatment plant systems and water/sewer pump repair/replacement.
5. Schedule, oversee and/or perform preventative maintenance on equipment and machinery to keep in safe and proper working order.
6. Reviews, approves and submits invoices generated from utility line maintenance and E&M efforts.
7. Ensure that the appropriate personnel and equipment are delegated to high priority maintenance/repair efforts.
8. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Sufficient working knowledge of the English language to be able to read and understand equipment technical manuals; Thorough knowledge of materials, equipment, and tools needed to repair and maintain water and sewer collection/distribution systems related to the Department of Public Works – Utilities Division. Ability to operate equipment for troubleshooting purposes.

EDUCATION and/or EXPERIENCE:

- ❖ High School diploma or GED supplemented by two (2) years' experience in maintenance/repair work
- ❖ Previous supervisory experience preferred
- ❖ Previous experience maintenance experience in water and sewer treatment plants preferred.

LANGUAGE SKILLS:

This position requires language skills to communicate orally and in written form with workers, contractors, developers, and Superintendent.

MATHEMATICAL SKILLS:

This position requires basic math skills to calculate areas, flow rates, pumping rates, and head pressures for water and sewer systems.

REASONING ABILITY:

This position requires the use sound judgment and knowledge of excavation methods and practices to ensure the safety of maintenance personnel when working on water and sewer distribution/collection systems. This position requires the ability to multitask and prioritize repair requirements to ensure the needs of the communities are met, while maintaining safe and effective water and sewer distribution/collection systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of CDL license with tanker endorsement is preferred.
Ability to obtain a CDL will be required within one year of employment.
A valid motor vehicle operator's license is required.

PHYSICAL DEMANDS:

This person must be capable of being on their feet the majority of the day. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Confined space entry is required, frequent visits to construction sites, climbing water tanks, inspecting construction within excavations, exposure to hazardous materials and wastewater.

WORK ENVIRONMENT:

Electrical hazards are present with this position. Confined space entry is also a requirement of this position. This position also requires time in an office for required paperwork and meetings.