### CLASS TITLE: SEWER AND WATER MAINTENANCE SUPERVISOR

**MAJOR AGENCIES:** BCC ENVIRONMENTAL SERVICES ONLY

**CODE:** 54105

### PAGE 1 OF 1

**MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:**
11.2017

Job Class 13; Exempt

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**CLASS CONCEPT:** Seasoned supervisory level in the maintenance occupation under general direction of Field Services Assistant Manager requiring a thorough knowledge of installation, maintenance, repair and inspection of sewer and water line systems and knowledge of operation of large and complex earth moving equipment. Must obtain and maintain Ohio Class II Wastewater Collection and Ohio Class II Water Supply licenses in order to direct sewer and water line systems maintenance repair and inspection operations and supervise assigned staff. Normal size staff (5-60). Performs the material and substantial duties of the classification more than 50% of the time.

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<tr>
<th>RANK</th>
<th>JOB DUTIES IN ORDER OF IMPORTANCE:</th>
<th>MAJOR WORKER CHARACTERISTICS</th>
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<tbody>
<tr>
<td>1</td>
<td>Supervises and evaluates assigned staff (i.e., Sewer &amp; Water Crewleader II (HEO), Sewer &amp; Water Crewleader I, TV Technician/Crewleader I, Sewer and Water Worker, Water Supply Lead Operator, Water Supply Operator) responsible for maintenance, repair, and servicing of the waste water collection, water distribution and water supply operations. Develops and promotes positive work culture which supports learning, skill development, and team building. Interview, select and orient new employees; counsel performance and address corrective action needs. (60 employees)</td>
<td>Knowledge of 5 (management), 6 (labor relations), 7 (manpower planning), 8a (employee training &amp; development), 9b (supervision--direct), 10 (safety practices),* 13a (office practices and procedures),* 16 (interviewing); Skill in 29 (knowledge of heavy equipment operation--tractor/trailer with tanker; motors, pumps, etc); Ability to 30g (understand system of mechanical or other procedures – knowledge of construction project administration), 30l (define problems, collect data, establish, facts &amp; draw valid conclusions), 31e (calculate fractions, decimals &amp; percentages), 32p (interview job applicants effectively), 32q (understand manuals &amp; verbal instructions, technical in nature), 33e (gather, collect &amp; classify information about people or things), 34e (establish friendly atmosphere as supervisor of work unit). 35c (must be able to lift up to 40 lbs. and demonstrate full range of motion for bending, stooping and lifting)</td>
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<td>2</td>
<td>Prioritizes work orders and determines resources needed for sewer and water line construction, servicing, and maintenance. Provides input for capital improvement projects. Responds to customer complaints and concerns regarding water quality, water and sewer service, and restoration work and recommends corrective measures.</td>
<td>Knowledge of 1 (budgeting), 2 (bookkeeping), 3 (inventory control), 7, 10, 11a (public relations)* 18 (engineering—water supply, distribution, collection), 23 law—regarding water supply; Skill in 29 (knowledge of equipment operation-e.g., tractor/trailer with tanker; motors, pumps); Ability to 30g, 30l (deal with variety of variables in somewhat unfamiliar context), 34i (resolve complaints from angry citizens &amp; government officials).</td>
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<td>Supervises continuous operation of the systems (e.g. SCADA monitoring, Leak Detection Program, EPA reporting) and supports other agency investigations (e.g. Hydrant Flow Testing, Insurance Services Office, Fire-System testing, HAA, THM and Chlorine Sampling Station Program) to meet compliance standards of federal / state / local regulations.</td>
<td>Knowledge of 13a, 18, 23; Skill in 25b (word processing, data collection software); Ability to 30j (interpret variety of materials or instructions, e.g., plans, blueprints), 30l (define problems, collect data, establish, facts &amp; draw valid conclusions),</td>
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<td>4</td>
<td>Uses computer-based systems (CMMS, GIS, SCADA, KRONOS, MicroSoft Office) to update and correlate information necessary for planning, repairing and billing.</td>
<td>Knowledge of 13a, 18; Skill in 25b, Ability to 30g, 30i (*Developed After Employment).</td>
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**UNUSUAL WORKING CONDITIONS:**
Physical strength and agility required to perform heavy lifting, climbing, pushing and pulling. Exposure to extreme weather conditions and temperature changes, field conditions, vehicle traffic, noise, hazardous chemicals, biohazardous waste, noxious odors, dirt and filth. Participates in on-call rotation for after-hours, weekend and holiday coverage.

**MINIMUM CLASS REQUIREMENTS:** (Including License, If Any)
High School diploma or equivalent. 5 years of experience at full performance level in water supply, installation, maintenance, repair and inspection of sewer and water lines and 1 year of supervisory experience OR 5 years of leadership experience with relevant construction projects including direct responsibility for worksite planning and performance.

**TRAINING & DEVELOPMENT:**
Must obtain OEPA Class I license within 1 year of hire; must obtain Water supply II or Wastewater collection II and Backflow certifications within three (3) years of hire. Must obtain second OEPA Class II certification within five (5) years of hire. Must maintain current and valid licenses and certifications through annual training (including yearly chlorine and boil training) and or testing.