



<b>CLASSIFICATION TITLE:</b> Wastewater/Stormwater Maintenance Supervisor	<b>JOB NUMBER:</b> 7137	<b>AFFILIATION:</b> Unaffiliated (Non- Union)
<b>REPORTS TO:</b> Wastewater/Stormwater Manager	<b>PAY GRADE:</b> 22	<b>FLSA STATUS:</b> Exempt

## GENERAL SUMMARY

Performs difficult skilled technical work supervising the maintenance and repair of the wastewater plant, lift stations, collection systems, storm water system, and related work as apparent or assigned. Work is performed under the limited supervision of the Wastewater/Stormwater Manager (supervisor). Continuous supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Manages, plans, organizes, prioritizes, assigns, coordinates, monitors and evaluate effectiveness of job assignments for maintenance, inspection, repair, and preventative maintenance activities for the City's wastewater plant and collection systems, and stormwater conveyance and treatment facilities, including sewer lines, storm drains, manholes, sewer and storm pump stations, catch basins, culverts, and stormwater retention and treatment facilities.
- Supervises and evaluates the performance of assigned staff; interviews and recommends employees for hire; recommends merit increases, transfers, reassignment, termination and disciplinary actions; Inspects and verifies assigned staff timecards; plans, coordinates and arranges for appropriate training for subordinates; develops and delivers division safety training and direction to crew

to implement the City's Accident Prevention Plan; oversees and contributes to review of safe work practices.

- Develops, prepares, manages, and maintains division budgets and oversees division purchases; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness.
- Develops and oversees a computer-based maintenance management and asset management system.
- Communicates with citizens on a variety of issues; responds to complaints or questions and attempts to resolve or direct individuals to the appropriate staff to achieve a speedy resolution.
- Provides technical recommendations to adoption of standard construction details; reviews engineering plans for new development and system capital improvements, permitting of new construction, and acceptance of new infrastructure.
- Reviews system operations and staff work to ensure compliance with applicable laws and regulations; monitors operations and activities of the wastewater and stormwater maintenance division; recommends and implements process improvements and modifications; prepares various reports operations and activities; recommends and contributes to division strategic planning and in the implementation of performance goals and objectives; monitors performance metrics and addresses deficiencies with staff; implements policies and procedures.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Policies and objectives of assigned City systems and activities.
- Local topography and geography.
- Principles and practices of budget development and administration.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff.
- Interdepartmental structure and function.
- Maintenance and repair of equipment associated with wastewater and stormwater systems.
- Interpersonal skills using tact, patience and courtesy.
- Advanced and specialized construction, maintenance and repair procedures, practices and methods used within the specific maintenance services area to which assigned.
- Operation, use and care of hand and power tools and specialized equipment used in within the specific maintenance area as well as within general construction and maintenance work to assigned activities.

- Layout, operation, and activities of street, water or storm/wastewater systems.
- Operation of light and heavy vehicles and equipment, health and safety practices and procedures.
- Electricity and water hydraulics principles.
- Modern office practices, methods, procedures and equipment.
- Computer-based maintenance management and asset management systems.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.

#### Skills and Abilities to:

- Train, supervise and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Assure work projects are completed according to code, specifications and timelines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of technological advances in the field.
- Understand and follow oral and written directions.
- Read blueprints, grade stakes and shop sketches.
- Observe health and safety regulations.
- Inspect facilities and systems for maintenance and repair needs and fire, safety and health hazards.
- Respond to emergency situations and be in an on-call status periodically.
- Maintain records and reports related to work performed.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **SPECIAL REQUIREMENTS**

Valid driver's license.

## EDUCATION AND EXPERIENCE

High school diploma or GED and three (3) years of experience in wastewater plant and collections system maintenance, stormwater system maintenance, construction, and operations, including one (1) year in a lead/supervisory role, or equivalent combination of education and experience.

## COMPETENCIES

### Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a

range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**



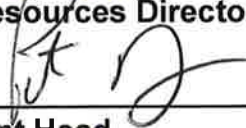
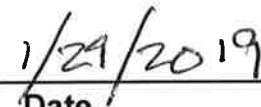
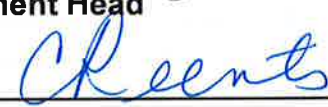
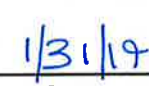
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires regular and punctual attendance at the office or other assigned locations; constant exertion of up to 10 pounds of force and frequent exertion of up to 25 pounds of force; work constantly requires speaking, hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic)

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date