

Collections & Distribution Superintendent - 2370

Primary Reason Why Classification Exists

To manage the water and wastewater Collections and Water Distribution Division of the Public Works & Utilities Department.

Distinguishing Features of the Class

An employee in this class is responsible for managerial functions for planning, organizing, and directing the operations of the collections and distribution of water and sewer maintenance. Emphasis of the work is on planning the construction and maintenance of municipal water and sewer infrastructure including tap installation, repair of water and sewer breaks, flushing sewer blockages, locating and raising lost man holes, inspection of water main interiors through use of TV inspection equipment, and other pipe maintenance functions including installing, repairing or replacing water hydrants. An employee in this class plans and prioritizes work projects, coordinates efforts with other departments, ensures completion of the work, and ensuring compliance with federal and industry safety standards. Work is performed under the direction of the Public Works & Utilities Director or other senior management official and is evaluated on the basis of attainment of individual and team work objectives, safety of employees, leadership, and observation and inspection of completed jobs.

Illustrative Examples of Work

- Develops short and long range goals and objectives for municipal water and sewer infrastructure operations; develops budgetary estimates of costs for labor and materials, time lines for completion, back-up plans, and related managerial responsibilities
- Initiates requests for creation of construction blueprints by Municipal staff or consultants; evaluates blueprints to ensure accuracy of details
- Plans, organizes, and supervises personnel engaged in the operation of maintenance equipment including pickup and dump trucks, boring machines, air compressors, jackhammers, tamps, tapping machines, line locators, rodding machine, TV inspection equipment, and various hand tools; trains personnel in the use of jet or rodding truck to unstop blockage
- Consults with various departments within the City (police, electrical, and street) and makes decisions on timing and length of work for repairs that may involve other agencies
- Conducts on-site inspections of work projects and ensures compliance with blueprints; determines additional requirements for work completion or institutes other actions as required
- Authorizes or completed work orders; makes individual and/or team assignments, time lines for completion, materials and tools to be used, and assessment of completed work
- Evaluates employees on work performance; makes recommendations to superiors for employee advancement, wage adjustments, or disciplinary actions
- Evaluates workplace safety conditions and application of safety measures
- Meets with the public, homeowners, and business owners; explains of basis of actions to be taken and the end result when completed
- Performs related work as required

Knowledge, Skills, and Abilities

- Thorough knowledge of installation and maintenance practices for water and sewer services, water drainage design, asphalt and concrete pavement maintenance, and snow and ice removal and control
- Knowledge of fundamental soil characteristics indigenous to the municipal boundaries
- Knowledge of effective supervisory and management principles and practices
- Knowledge of occupational health and safety practices required in performing water and sewer pipe maintenance and when working in traffic control zones
- Knowledge of the purpose and operational requirements of heavy equipment
- Knowledge of municipal water and sewer line locations, connections, and pressures
- Skill in operating heavy equipment used in water and sewer pipe maintenance
- Ability to demonstrate the proper methods of equipment operation to less skilled personnel
- Ability to read and understand construction blueprints and infrastructure diagrams
- Ability to develop short and long range plans as they pertain to water & sewer line maintenance
- Ability to plan, organize, train, and supervise the work assigned to employees in the street maintenance division
- Ability to communicate effectively, both verbally and in writing, with all levels of employees in the City, citizens, business representatives, and public officials; ability to explain work to be performed and end results to be expected
- Ability to understand and comply with management directives
- Ability to identify, estimate costs, and report maintenance needs of pipe maintenance structures
- Ability to work in varied weather conditions for extended periods of time
- Ability to be recalled to work, including nights and weekends, as dictated by the needs of the City for varied labor tasks

Physical Requirements

This classification is management in nature and physical requirements are predominantly those associated with administrative positions. Depending on the work project, this employee may be required to work in the field and exert in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of frequently, and/or up to 10 pounds of force constantly to move objects. Employee may be required to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling, talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work performed by others.

Working Conditions

Work is performed in both inside and out-of-doors environments including heat and cold with snow and ice. Employee may be subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee may also be subject to vibration, such as exposure to oscillating movements of the extremities or whole body and is also subject to

workplace hazards including proximity to moving mechanical parts or exposure to chemicals, oils, fuels, and potential for blood borne pathogens in raw untreated sewage. Employee may be subject to atmospheric conditions due to exposure to fumes, odors, and dusts and may work in close quarters, crawl spaces, shafts, man holes, small areas of sewage and water lines, and other areas which could cause claustrophobia.

Education

Graduation from high school or GED equivalency and additional coursework in water and sewer line construction and maintenance; an Associate's degree in civil engineering or construction management is desired

Experience

At least 4 - 6 years supervisory and management level experience in the planning and installation and maintenance of water and sewer lines and related infrastructure improvements

Special Requirements

- Valid North Carolina commercial driver's license (CDL-B with air break and tanker endorsement)
- Certified in CPR & First Aid
- Certification of Level "A" Water Distribution and Level "II" Sewage Collection from the North Carolina Department of Environmental & Natural Resources
- Operator Responsible Charge Cross Connection Control Certifications

FLSA Status: Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The City of Newton reserves the right to assign or otherwise modify the duties assigned to this classification.

March 2015