

## CITY OF RENTON

**CLASS TITLE: WATER MAINTENANCE SERVICES SUPERVISOR  
(AS-8000)**

### **BASIC FUNCTION:**

Under the direction of an assigned maintenance manager, perform a variety of specialized duties in the construction, maintenance and repair of City water facilities and systems; operate a variety of heavy and light vehicles, specialized equipment and hand and power tools; train, assign, supervise and evaluate the work of assigned maintenance services personnel; assure work projects are completed according to code, specifications and timelines.

### **REPRESENTATIVE DUTIES:**

**\*Perform a variety of specialized duties in the construction, maintenance and repair of City water facilities and systems; participate in City disaster/emergency planning, operations and activities.**

**\*Train, assign, supervise and evaluate the work of assigned maintenance services personnel; estimate materials, time and personnel required to complete work projects; develop schedules, including alternate schedules in case of inclement weather conditions.**

**\*Inspect previous day's work activity records; prepare and maintain records of area activity and goal completion; inspect work in progress and upon completion to assure projects are completed in compliance with codes, specifications, standards, work orders and time schedules.**

**\*Assign personnel to specific pieces of equipment and duties; select needed equipment; establish priorities and assist in determining needed changes in project phases and objectives.**

**\*Develop bi-weekly work schedules and priorities for assigned personnel, work projects and special projects; enter work schedules into the division's computer system; determine requirements and purchase needed parts and supplies.**

Assist in the development of area budgets; monitor and control materials purchases and expenditures; evaluate and determine required work projects and needed equipment and materials and notify the section Manager.

**\*Communicate with the public, contractors and government agencies to receive complaints and suggestions and to provide information and explanation; follow up on issues raised by the public, contractors and government agencies as necessary.**

**\*Plan, direct and coordinate the excavation** and rechanneling of ditches, the excavation of trenches to proper grade and line and the placement of bedding and laying pipe and appurtenances; direct the testing of piping; direct the detection and repair of leaks.

Schedule safety and other training sessions; inspect job sites for safety issues and proper practices; assure proper cleanup of job sites; direct cleanup crews.

Train assigned personnel in the proper operation, use and care of a variety of heavy and light equipment, specialized equipment and hand and power tools, including water tapping machines, pump assemblies, dump and service trucks, gas detector, loader, and forklift; operate a variety of hand and power tools and equipment.

Maintain inventory of tools, equipment and supplies on maintenance vehicles; assure vehicle, tools and equipment are maintained in a clean, safe and proper working condition; and ensure vehicle, tools and equipment are properly secured.

**\*Maintain a variety of records** including system operations, inspections, preventive maintenance, performance evaluations and materials use records; maintain field records related to hydrants and valves.

**\*Direct maintenance services personnel and participate with large work projects as required, to include project coordination; respond to emergencies including system failures, floods and snow storms, and other natural disasters.**

Update and revise maps and diagrams of streets, pipe and manhole locations.

Perform traffic control duties for co-workers, other City departments and contractors as assigned.

**\*Respond to emergency and off-hour situations as required; administer first aid and CPR as needed.**

Plan, schedule, direct and supervise advanced and specialized duties in the construction, maintenance and repair of the City's water distribution system; perform a variety of preventive maintenance duties including exercising valves.

**\*Verify locations and prepare and plan work for following day; plan activities requiring underground excavation; perform on-site inspections to confirm required work and mark designated work area.**

**\*Plan and coordinate excavations to install, repair or remove water mains, fire hydrants, water meters and other water distribution system appurtenances; backfill excavations according to standard practices and engineering specifications.**

Inspect new water valves, hydrants, services and meters with inspectors to assure proper installation and operation and to assure compliance with applicable codes, regulations and standards.

Supervise the installation and repair of fire hydrants and valves; supervise the repair of leaks and line breaks in water pipe lines.

Inspect water pump stations to assure pumps and chemical feed stations are operating properly; assure water samples meet quality standards.

Respond to customer complaints or inquiries into questionable water consumption charges; investigate and determine if concerns are meter-related.

Direct and participate in the installation and testing of water meters to assure accuracy; repair and replace meters as needed; tap water mains, set water meters of appropriate size and disinfect water pipes and appurtenances.

Test water systems to assure proper and adequate water flow for fire prevention purposes and insurance qualification.

Locate, update and correct records and diagrams of main and valve locations; troubleshoot and diagnose water pump malfunctions; assist in pump repair.

Assure proper chlorination and fluoridation processes.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

- Principles and practices of supervision and training. Laws, rules and regulations related to assigned activities.
- Applicable City codes and standards.
- 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 within the specific maintenance area as well as within general construction and maintenance work and groundskeeping.
- Grounds maintenance procedures including mowing, edging, raking and weeding.
- Layout and operation and activities of street, water or storm/waste water systems.
- Policies and objectives of assigned City systems and activities.
- Local topography and geography.
- Operation of light and heavy vehicles and equipment.
- Health and safety practices and procedures.
- Electricity and water hydraulics principles.

## ABILITY TO:

- \*• **Train, supervise and evaluate personnel.**
- \*• **Prioritize and schedule work.**
- \*• **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.
  - Perform a variety of advanced and specialized duties in the construction, maintenance and repair of City street, water or storm/waste water facilities and systems.
  - Operate specialized tools and equipment used in advanced maintenance and repair work.
  - Perform grounds maintenance duties including mowing, edging and weeding.
  - Apply specialized chemicals to control and eradicate weeds, insects and other pests.
- \*• **Understand and follow oral and written directions.**
- \*• **Establish and maintain cooperative and effective working relationships with others.**
- \*• **Work independently with little direction.**
- \*• **Meet schedules and time lines.**

- Work in confined spaces and in exposure to various gases and hazardous materials.
- \*• **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 on an on-call status periodically.**
- \*• **Maintain records and reports related to work performed.**
- Perform heavy physical labor.
- Lift objects weighing up to 100 pounds.
- Observe legal and defensive driving practices.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years of increasingly responsible experience within the specific assigned maintenance services area, including at least one year in a lead capacity.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid Washington State class "A" driver's license; a valid flagging certificate and first aid certificate issued by an authorized agency. Some positions are required to possess a Waste Water Collection Specialist I Certificate, a State Pesticide Applicator's License, a Water Distribution Manager II Certificate, certification in asbestos pipe repair, confined space entry and competent person training.

### **WORKING CONDITIONS:**

Work is performed in an office environment and in the field. An incumbent may be required to work with hazardous materials, perform heavy physical labor in all weather conditions and lift up to 100 pounds.

\* Denotes an essential function