

UTILITIES SERVICE SPECIALIST SUPERVISOR

JOB CLASSIFICATION

GENERAL FUNCTION

Responsible for the safe and efficient operation of the City's wastewater/stormwater collections and street sweeping program, including but not limited to planning, organizing, scheduling and supervising of all operations and maintenance activities. Responsible for the quality of work and adherence to regulations, policies and procedure to keep the City of Bremerton collection and storm system in compliance with the National Pollutant Discharge Elimination System waste discharge permit (NPDES) and RCW 90.48 water pollution control laws and federal water pollution control act title 33 US code. Supervise and account for safety, performance and actions of all members of the crew.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES (Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Schedule and direct daily maintenance of sanitary sewer, storm sewer and street sweeping; troubleshooting techniques such as smoke and dye testing; and video inspection. Maintenance also entails 24-hour emergency response, which does frequently include working with irate customers and assisting in the claims procedure.

Provide safety training and administer performance evaluations, coaching and performance improvement.

Coordinate and schedule support of various other Section/Department projects, including locating, potholing, excavating, inspecting for areas such as Water Section, Street Section, Parks, Engineering, etc.

Assist Engineering in plan reviews, project designs, inspection and in drafting of construction standards, City policies and departmental procedures.

Support City Combined Sewer Overflow Program.

Coordinate preventive maintenance and equipment replacement with Equipment Services Division.

Maintain and inspect all City owned detention ponds and oil/water separators. Assist in grease trap policies and enforcement program.

Other Duties

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods, practices, procedures, and equipment used in the operation, installation, maintenance and repair of sewer/storm collection systems.
- City construction standards, ordinances and policies, applicable City, state and federal regulations and policies.

- Street sweeping program management.
- Functions of management, administration, supervision, public relations and budgetary techniques.
- Geography, street locations, layout and operation of storm and sanitary sewer collection system, in the city and in areas of the county served.
- CSO reduction procedures. Plan review, grades system hydraulics. Oil/water separators, grease traps, grease interceptors, detention and retention ponds.

Ability to:

- Operate, and train others to safely operate, all equipment associated with the repair and maintenance of the sewer/storm collection systems.
- Practice safe working procedures and practices.
- Schedule and assign duties to crew through clear verbal and/or written instructions.
- Complete all work in the safest, most efficient and cost effective manner possible.
- Respond professionally to property damage, irate citizens, claims, long hours, adverse conditions, and immediate responses at all hours and be able to act quickly and effectively in property threatening situations.

QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)

Any combination of education and experience equivalent to a High school diploma or G.E.D. AND five (5) years experience in maintenance or construction projects. One (1) year in a supervisor or lead position or equivalent.

Special Requirements

Washington Wastewater Collections 1 Certification; Washington State Flaggers Certificate; Washington State Cross Connection Control Specialist; Washington State Class A CDL with air brake and tanker endorsement; Red Cross First Aid & CPR and Hepatitis Vaccination Series. Twenty-four hour availability for emergency repair and participation in the standby rotation.

PHYSICAL REQUIREMENTS

Lift heavy objects in excess of 80 lbs and heavy manual labor for extended periods under dirty and uncomfortable conditions in all kinds of weather.

WORKING CONDITIONS

Work is performed in the office and in the field with exposure to noise, traffic, various weather conditions, and hazardous conditions such as confined space entry, fumes, heights, long hours in emergency situations and handling dangerous chemicals such as chlorine.

Requires extended periods at job sites, to include: manholes, vaults, and ditches. Long hours, sometimes several days straight, in adverse weather conditions.

The employee may also have the potential for such health risks as: Hepatitis, inhalants, and Bloodborne pathogens, (feces, urine, hypodermic needles, etc.). May be exposed to chemicals, noxious fumes, and explosive atmospheres.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The classification is non-exempt under the laws of fair Labor Standards Act minimum wage and overtime provisions.

Representation: The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

Civil Service: The classification is included in the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Civil Service Rules.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with approval by the Civil Service Commission, as the needs of the City and requirements change.