


JOB DESCRIPTION	
<p>City of Patterson</p>  <p>Human Resources</p>	<p>UTILITIES SUPERVISOR (STREETS and COLLECTIONS)</p>

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under minimal supervision from the Deputy Director and oversight from the Director of Public Works, the Utilities Supervisor assists the Deputy Director with the management of the Streets and Collections Division staff and activities; plans, assigns, directs, supervises and reviews the work of Division staff engaged in the maintenance and repair of City streets; concrete and asphalt repairs, maintenance of storm sewer and sanitary sewer collection systems and the maintenance of City lift stations; coordinates street and collection systems maintenance activities with other divisions and departments; performs field work as needed; assists with the development of the operating budget for the Division; performs administrative duties required of a first-line supervisor; and performs related work as required and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal supervision from the Deputy Director and oversight from the Director of Public Works.

Exercises direct supervision over Collections Operators and Street Maintenance personnel.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Plans, directs and organizes a comprehensive program of maintenance activities of City streets that includes; maintenance of asphalt and concrete, pavement markings, and traffic signs.

Participates in the Division’s strategic planning process; assigns work activities and projects; monitors workflow; implements approved policies and procedures; reviews and evaluates work products, methods, and procedures.

Assists with the development of the Division operating budget; participates in forecasting additional funds needed for staffing, equipment, materials, and supplies; and gathers cost estimates upon management request.

Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; reviews and recommends employee terminations, as needed.

Operates heavy-duty rodding machines and the rodder/vacuum trucks used to remove roots, grease, grit, and debris that clog storm and sewer lines and drains; and trains subordinates on the safe handling and operation of the equipment; performs field maintenance on equipment and tools as needed.

Inspects sewer and positive storm drain lines with closed circuit television equipment.

Cleans, services and repairs sewer lines, storm lines, catch basins, wet wells at lift stations and rock wells.

Responds to emergencies involving wastewater overflows and restores service; operates pumping equipment during emergency bypass operations.

Prepares various reports and directs special projects as required; completes work report sheets and records time for work projects.

Directs crews in the proper setup of a traffic control plan, including work-zone coning/barricading of worksites and hazardous conditions.

Receives, investigates, and responds to citizen requests, suggestions, and complaints; and recommends appropriate corrective action(s).

Inspects work sites before, during and after completion of work to assure that required work is completed in a satisfactory and thorough manner; inspects work sites, equipment, and tools for compliance with safety standards; inspects and approves work done by outside contractors.

Attends weekly safety meetings; and ensures adherence to safe work practices by street and collection system maintenance personnel.

Performs standby on-call duties as scheduled; reports to appropriate agencies; serves as liaison with Police, Fire, and the Environmental Health Departments.

Performs related duties as required, special projects as assigned and assists other divisions as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of effective supervision, training and personnel management; materials, methods, practices and equipment used in asphalt and concrete maintenance and repair activities; types and level of maintenance and repair activities generally performed in a street maintenance and repair program; functional characteristics of gravity/pressure sewer and storm collection systems and their related structures; terminology, materials, methods and equipment used in construction, maintenance and repairs of sewer and storm collection systems; operation and maintenance of technical equipment used for collection system work and street maintenance and repair activities; safety and health hazards related to sewer/storm collection systems and street maintenance and repair work; confined space entry procedures required for compliance with CAL-OSHA standards; occupational hazards and standard safety precautions relative to the work, including safety regulations and safe work practices; first aid and CPR procedures

Ability to: Plan, organize, direct and implement a comprehensive sewer/storm collection systems and street and sidewalk maintenance program; conduct studies, prepare comprehensive reports and determine cost effective ways to accomplish assigned maintenance activities; effectively supervise, train and evaluate assigned staff; provide a participative management style while encouraging and motivating staff to a goal of team performance; respond to a changing work environment through continuous evaluation of work processes and procedures; prepare and administer a budget; review new and innovative technology and evaluate cost benefit and effectiveness; interpret and apply Federal, State and local policies, procedures laws and

regulations; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Equivalent to High School graduation supplemented by training and/or experience equivalent to an Associate degree from an accredited college or university with major course work in a work-related field.

Experience: Five (5) years of increasingly responsible experience in street and concrete maintenance and construction work that includes three (3) years of sewer/storm maintenance, operation of large technical equipment (such as a truck or trailer mounted industrial rodding machine and a jet rodder vacuum truck) and 2 years of experience in a lead role.

License or Certificate: Possession and maintenance of a valid California Class B driver's license.

Possession of a Grade 3 CWEA Wastewater Collection System III certification, or the ability to obtain certification within one year of appointment.

Possession of a valid Backflow Tester Certificate is highly desirable.

PHYSICAL REQUIREMENTS

Physical Requirements: Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, walking, standing or sitting for prolonged periods of time and travel from site to site; operating motorized equipment and vehicles.

Environmental Conditions: Office and field environment, which includes water and wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases; works in or with water; and works in a confined spaces environment (OSHA Title 8).

FLSA Status: Non- Exempt

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