

# **CITY OF PULLMAN, WASHINGTON**

## **CLASS SPECIFICATION**

### **MAINTENANCE AND OPERATIONS SUPERINTENDENT**

**2211**

#### **GENERAL PURPOSE:**

Manages maintenance program planning and monitoring duties for the repair and maintenance of streets, water distribution system, sewer lines in the city's wastewater treatment plant. Directs the city's fleet management program through the Equipment Rental Division.

#### **CLASSIFICATION SUMMARY:**

Plans, coordinates, and evaluates the short- and long-term work programs of the operations, maintenance, fleet management, and the wastewater treatment plant. Work involves coordinating activities with the City Engineer and Public Works Director for program planning and operational matters. Duties also include monitoring water production and quality control standards, the electronic water meter reading system, the water cross-connection control program. The Maintenance and Operations Superintendent schedules, assigns, and evaluates the work of subordinate staff. Considerable latitude, independent judgment and action is exercised in planning, monitoring and coordinating the programs and activities of the division with only general administrative direction from the Public Works Director. Work is reviewed for the efficient and effective functioning of the division and the attainment of program goals and objectives.

#### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Prepares short- and long-range public works maintenance and construction programs for approval by the public works director; evaluates and modifies programs to reflect program needs and operational priorities; plans, schedules, and directs programs through subordinate supervisors and evaluates the progress on programs and the performance of supervisors in the division in the attainment of program goals and objectives; conducts field inspection of maintenance projects; conducts weekly or monthly staff meetings with subordinates pertaining to the status of programs; provides managerial assistance to subordinate supervisors in resolving program or personnel problems.

Prepares preliminary operational and capital improvement budgets for the Streets, Water, Sewer, Wastewater Treatment and Equipment Rental Division; prepares maintenance and operations CIP request for the director's review; monitors budget, authorizes expenditures and modifies budget reports to reflect actual expenditures and changing program requirements; writes specifications and bid documents for equipment and materials; approves requests for procurement of materials, services, and equipment.

Administers the city's water cross-connection control program; monitors multi-year installation program; maintains records of inspections, installations, and performance certifications on all devices tested and inspected annually; coordinates with building inspector on the installation of devices required on new construction; maintains certification as a cross-connection control specialist by obtaining three college credits in a water-related field every three years.

Administers the city's water distribution program as the water distribution manager (Group 3 water system); monitors daily water production, pump and motor efficiency, well static and draw down, and water quality

reports; provides instructions and assistance to the operations supervisor in the day-to-day operation of the water distribution program; keeps current on water and wastewater guidelines and regulations; gathers data for and provides input on water and sewer maintenance five-year system improvement plans; prepares annual updates of new water installation costs and compares with existing rates; prepares the equipment rental depreciation schedule, state fuel tax reports, and year-end reports.

Monitors the electronic water meter reading (Itron) program by reviewing monthly reports.

Monitors wastewater treatment process to ensure compliance with all appropriate permits (Departments of Ecology, Health, and EPA).

Reviews monthly equipment rental department work orders and fuel consumption reports to establish the six-year replacement program and establish equipment rental rates for user departments.

Prepares, processes, and monitors maintenance service contracts on large meter repair, testing, altitude and pressure reducing valve repairing and testing, water storage tank painting, asphalt crack sealing, seal coating, and patching.

Plans, organizes, implements, directs, coordinates, and evaluates the programs, activities, and special projects for the city building maintenance divisions;

Serves as city energy officer; develops and implements energy conservation programs.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

#### OTHER JOB FUNCTIONS:

Reviews water meter installation costs, proposes fee structures, and recommends adjustments as necessary.

Serves as Department liaison to receive and act upon citizen complaints; investigates water rate complaints and investigates leaks and high water consumption utility bills to resolve billing complaints.

Prepares press releases and serves as department spokesperson for specific areas of expertise.

Performs other tasks as assigned.

**SELECTION FACTORS:**

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

**Knowledge of:**

- Short- and long-range construction and maintenance programs for streets, drinking water, wastewater, maintenance, repair, and construction and equipment rental and repair;
- Managerial principles and practices including program and budget planning, development, implementation, and evaluation;
- General ledger and cost accounting procedures for public expenditures;
- The principles and practices of personnel theory including labor relations;
- Washington State's laws and administrative regulations relating to water quality control and distribution, cross-connection control, and wastewater treatment;
- Telemetry systems, principles and practices;
- Computerized maintenance management programs.

**Ability to:**

- Develop administrative procedures to implement and evaluate state laws and administrative regulations relating to water distribution, cross-connection control, and wastewater treatment;
- Resolve operational problems with the electronic water meter reading program;
- Coordinate construction and maintenance programs with other departments in the City;
- Effectively implement program objectives by leading, motivating, and training first line supervisors;
- Understand and execute written and oral instructions;
- Communicate effectively, both orally and in writing;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Prepare clear and concise reports;
- Establish and maintain effective working relationships with division personnel, the public works director, and the general public;
- Obtain and maintain state certification as a cross-connection control specialist;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and a safe driving record.

**MINIMUM QUALIFICATIONS:**

(Persons applying for a position of this class should have any combination of the following experience and training.)

Five years of supervisory experience in the maintenance, repair, and construction of public works related projects; or substituting successful completion of college level course work or training in program planning, scheduling, and evaluation, project management, or related fields for up to two years of the experience; or any equivalent combination of experience and training; and possession of a Washington State Water Distribution Manager 3 certificate.

**TOOLS AND EQUIPMENT USED:**

Personal computer, motor vehicle, electronic meter reader system, 10-key calculator, phone.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Sufficient powers of observation are required to review and analyze written reports and to monitor and evaluate the work of subordinate staff.

The noise level in the work environment is usually quiet in the office and moderate in the field.

***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 description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Classification: Exempt

Adopted: 9/82                      Revised: 9/91, 4/94, 6/99, 12/01