

TITLE: ASSISTANT UTILITY YARD SERVICES
SUPERINTENDENT

CODE: 35333

GENERAL DESCRIPTION:

This is highly responsible utility yard services supervisory work involving assistance in directing meter, general labor and systems emergency response operations.

Work involves responsibility for assisting to maintain safe, effective and timely meter programs and repair and maintenance support. Duties include assisting in the direction of meter, labor pool and systems emergency response shift operations and coordinating operations and administration within the division. This position also has the responsibility for making difficult utility services support decisions. This work requires that the employee have good knowledge, skill and ability in meter and systems repair and maintenance administration.

SUPERVISION RECEIVED:

Works under the general supervision of the Utility Yard Services Superintendent.

EXAMPLES OF DUTIES:

Assists in planning and directing work objectives and activities of a large work division.

Gathers and analyzes information and prepares reports and draft recommendations. Reviews completed forms.

Assists in drafting activity budgets and in reviewing unit budgets. Reviews unit expenditures and recommends approval.

Supplements employee training and counseling. Administers union contract language and oral warnings, and researches and recommends higher level discipline. Assists in employee selection, reclassification and performance evaluation. Assures safe work practices.

Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Coordinates task and project emergencies with government agencies.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of meter and systems repair and maintenance operations principles and practices.

Some knowledge of systems maintenance and repair operations principles and practices.

Good knowledge of public administration principles and practices as applied to the operation of facilities or programs.

Good ability to communicate orally and in writing and to coordinate operational and administrative activities.

Good ability to administer policies and procedures including planning, scheduling, budgeting routine, decision-making, and report development and writing.

Good ability to monitor the work of work groups.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, other governmental agencies and customers.

QUALIFICATIONS:

A high school diploma or the equivalent plus ten years of progressively responsible utility maintenance experience including at least two years at the level of supervisor or higher, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.