

TITLE: ASSISTANT SYSTEMS REPAIR SUPERINTENDENT

CODE: 36033

GENERAL DESCRIPTION:

This is highly responsible utility repair supervisory work involving assistance in the direction of pipeline construction and repair.

Work involves responsibility for safe, effective and timely repair and installations of assigned water and sewer pipeline system projects of operations. Duties include assisting in the direction of heavy equipment and pipeline construction crew operations. This position also has the responsibility for making difficult water and sewer pipeline operations and administrative decisions. This work requires that the employee have good knowledge, skill and ability in water and sewer pipeline system construction and repair supervision.

SUPERVISION RECEIVED:

Works under the general supervision of the Systems Repair Superintendent.

EXAMPLES OF DUTIES:

Assists in planning and directing work objectives and activities of a medium size work division in repairing and constructing water and sewer pipeline systems. Monitors unit or work group activities and recommends correction.

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

Assists in drafting division 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. 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.

Responds to major water and sewer emergencies and related problems at any time of day or night, as necessary.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of water and sewer pipeline system construction and repair supervision 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 or to lead others in a work unit or group.

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 and to supervise a selected work unit.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent plus ten years of progressively responsible utility pipeline repair or construction 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.