

TITLE: ASSISTANT SYSTEMS MAINTENANCE SUPERINTENDENT

CODE: 36333

GENERAL DESCRIPTION:

This is highly responsible supervisory work in utility maintenance involving assistance in the direction of the maintenance of utility pipelines and related facilities and the direction of meter and emergency maintenance operations.

Work involves responsibility for assisting in the assurance of safe, effective and timely service and maintenance to keep District pipelines in good condition. Also responsible for safe, effective and timely meter programs, repair and maintenance support. Duties include assisting in the direction of fire hydrant, water line, water meter, valve and sewer line, Hartford Flood Gate System and emergency systems maintenance shift operations and coordinating an assigned work group. This position also has the responsibility for making difficult pipeline maintenance technical and operational decisions. This work requires that the employee have good knowledge, skill and ability in utility pipeline maintenance supervision and in meter and systems maintenance administration.

SUPERVISION RECEIVED:

Works under the general supervision of the Systems Maintenance Superintendent.

EXAMPLES OF DUTIES:

Assists in planning and directing work objectives and activities for a large work unit in utility pipeline and related facility maintenance. Monitors unit or work group activities and recommends correction.

Coordinates the operations of a work group as assigned. Coordinates emergency snow removal programs.

Gathers and analyzes information and prepares reports and draft recommendations. Reviews completed forms. Investigates and resolves homeowner and governmental agency complaints.

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 warnings, and researches and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

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

Schedules traffic direction service by policy and notifies utilities to mark out underground utilities prior to excavation.

Responds to system emergencies at any time of day or night, as necessary. Serves on-call for emergencies, as assigned.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of utility pipeline maintenance principles and practices.

Good knowledge of meter and systems repair and maintenance operations, principles and practices.

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

Good ability to administer policies and procedures including planning, scheduling, budgeting, 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 co-workers, vendors, contractors, and customers, and the general public.

#### QUALIFICATIONS:

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

#### SPECIAL REQUIREMENTS:

Must have a valid driver's license.