

WASTEWATER CONSTRUCTION/MAINTENANCE SUPERINTENDENT

NATURE OF WORK IN THIS CLASS

This is responsible administrative work in managing the construction and maintenance of sewer lines and related systems.

ILLUSTRATIVE EXAMPLES OF WORK *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Plans and directs work in the construction and maintenance of sewer lines, trunk lines, pressure pipes and related systems.

Plans work methods and schedules and makes inspections of job in progress and upon completion to insure conformance to work standards, plans and specifications.

Reviews plans and specifications and makes project estimates of materials, equipment and completion requirements.

Analyzes and evaluates program operations, materials and equipment, and recommends and implements changes to enhance program effectiveness.

Administers agency policies for personnel, training and safety.

Prepares administrative reports and participates in annual budget preparation.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of management principles and practices.

Knowledge of the standard methods, materials, practices and equipment used in the construction and maintenance of sewer lines and related systems.

Knowledge of the occupational hazards and safety precautions of the trade.

Ability to manage the wastewater construction and maintenance programs.

Ability to interpret and work from sketches, diagrams and blueprints.

Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Continued)

Ability to apply and make decisions in accordance with relevant laws, policies, procedures and other program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Six (6) years of experience in the construction and maintenance of sewer lines and related systems, including two (2) years at the skilled level, two (2) years of supervisory work, and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid "Wastewater Collection Operator Certification".

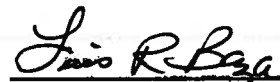
ESTABLISHED: JULY 1980

AMENDED: MARCH 2002

PAY GRADE: N

HAY EVALUATION:	KNOW HOW:	EI3	230
	PROBLEM SOLVING:	D3 (33%)	76
	ACCOUNTABILITY:	D1P	<u>87</u>
			393

This standard revises and supercedes the standard established JULY 1980.



LUIS R. BAZA
Executive Director
Civil Service Commission