City of Portland Job Code: 30000652

CLASS SPECIFICATION Senior Water Maintenance Supervisor

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, schedules, organizes, directs and evaluates the work of skilled, journey-level personnel engaged in the construction, installation, maintenance, repair and servicing of the water distribution system's mains, service lines, valves, gates, fire hydrants, residential, commercial and industrial water meters, and related facilities, structures and appurtenances; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Through subordinate supervisors, incumbents of this class are responsible for planning and directing the activities of multiple work units engaged in the construction, maintenance, repair and servicing the City's water transmission and distribution systems, facilities and related appurtenances. Incumbents are responsible for formulating and developing assigned unit goals and objectives as related to division goals, supervising and inspecting the work of assigned personnel, and directing day-to-day activities. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through conferences, field inspection and analysis of records, reports and completed work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- Plans, supervises and evaluates the work of assigned supervisors and staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
- 2. Plans and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
- 3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations;

- provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- 4. Directs and participates in analyses and prepares recommendations and reports regarding the construction and maintenance of the water distribution system, capital development, staffing requirements and other technical and management issues; determines the time, equipment, material and personnel requirements for major projects.
- 5. Oversees and evaluates water distribution system operations to ensure compliance with federal, state and local regulations and requirements and to maintain the system at an optimal and cost-effective level; directs programs, projects and operational changes to meet these requirements.
- 6. Through subordinate supervisors, ensures the effective construction, maintenance, repair and operation of the water distribution system's facilities, including mains, service lines, fire hydrants, valves, gates, vaults, air vacuum control valves, and related facilities and appurtenances; ensures division standards and goals are achieved through the proper maintenance of facilities and equipment.
- 7. Ensures the efficient and effective installation, repair and of residential, commercial and industrial water meters.
- 8. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the City's water distribution system operations; coordinates division activities with other divisions, bureaus and agencies.
- 9. Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding potable water treatment.
- 10. Provides technical assistance to staff.
- 11. Prepares and submits regular operations and maintenance reports and required regulatory reports to local, state and federal agencies.
- 12. Confers with and advises City staff regarding the water distribution system's needs and requirements.
- 13. Ensures the City's safety program and goals are implemented and carried out in the assigned areas of responsibility; develops and proposes safety requirements to be carried out in the division.
- 14. Prepares requisitions for supplies, equipment, professional services and labor contracts.
- 15. Develops, reviews and updates written maintenance instructions and schedules.
- 16. Responds to emergency situations as necessary.
- 17. Ensures the timely completion of planned preventive maintenance programs.
- 18. Coordinates the division's activities with other public agencies, engineering staff, developers, business owners and other customers to identify, define and resolve problems directly related to the water distribution system.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Methods, practices, techniques and equipment used in the construction, maintenance and repair of a large municipal water distribution system.
- 2. Federal, state and local laws pertaining to the operation of a potable water distribution system and facilities.
- 3. Administrative principles and methods including goal setting, program development and implementation.
- 4. Principles and practices of budget preparation and administration.
- 5. Safety regulations, safe work practices and safety equipment related to the work.
- 6. Computer software applications related to the work.
- 7. Codes, regulations and guidelines pertaining to the work.
- 8. Principles and practices of effective human resources management and supervision.

Ability to:

- 1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
- 2. Manage and direct a large, complex water distribution system.
- 3. Select, motivate and evaluate staff and provide for their training and development.
- 4. Prepare, administer and monitor a division budget.
- 5. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
- 6. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
- 7. Prepare clear and concise records, reports, correspondence and other written materials.
- 8. Exercise independent judgment and initiative within general policy guidelines.
- 9. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and eight years of increasingly responsible experience in the construction, maintenance and repair of a potable water distribution system, at least four years of which were at a supervisory level; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license. Some positions may require an appropriate state Water Treatment and/or Water Distribution Operations certificate.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1952 PUBLIC WORKS MANAGER. Adopted: 07-01-92; Revised: 07-13-99, 02-03-00

Revised: 11-24-03 Revised class spec to delete supervising customer service and meter reading work units.

June 2009 - Change Job Class number from 7595 to 30000652, due to system change.