

## **WATER UTILITY MAINTENANCE SUPERVISOR**

### CLASS DESCRIPTION

#### General Responsibilities:

This is skilled supervisory and technical work involving the planning, design, installation, maintenance, and repair of water utility equipment and facilities necessary to supply potable water for the City of Madison. The work involves directing the installation, repair, and maintenance of municipal water pumping equipment, reservoirs, standpipes, pumphouse wells, and related facilities and equipment (including utility vehicles). Under the general supervision of the Water Utility Operations Manager, this position exercises independent judgment and discretion in managing the maintenance of the water supply system.

#### Examples of Duties and Responsibilities:

Supervise the staff and operations of the Maintenance Section. Schedule, prioritize, and review work and establish operating and safety policies and procedures. Hire, train, assign, evaluate, and discipline a staff of highly trained technicians and maintenance workers. Effectively recommend discipline when necessary, settle employee complaints and effectively recommend the adjustment of grievances. Develop staff problem solving skills and expertise, and create and administer staff training on new techniques and the use of new equipment.

Evaluate Utility properties for necessary maintenance, repairs or replacement of HVAC, electrical, plumbing, fountains, Grey Water system, air filtration, air quality monitoring equipment, and Fuel Dispensing Equipment. Develop, assess, and maintain a facility component inventory and Preventative Maintenance and Replacement Plan. Determine life cycles for facilities, equipment, and components. Develop and maintain Standard Operating Procedures based on industry best practices. Assist in the development and implementation of an electronic Utility wide asset management system. Develop and maintain a computerized Maintenance Management System. Oversee and supervise Fleet Maintenance, Repair, and Replacement. Oversee building custodial and grounds maintenance

Design and supervise the fabrication, installation, and maintenance of electrical switchboard, telemetry, and supervisory equipment as it applies to a water supply system. Establish procedures for the maintenance of pumphouses, reservoirs, wells, pumps, electric motors, switchboard, valves, chlorinator, flow meters, air strippers, and other related water pumping equipment. Oversee the Design, Fabrication, and Installation of Water Utility equipment and tools

Review engineering proposals and design for functionality and maintainability and code compliance. Coordinate Fire Sprinkler, Fire Extinguisher, Cathodic Protection system inspections for all facilities. Coordinate elevator and overhead crane inspections.

Requisition materials and supplies, keep records, review time sheets, and make technical feasibility studies. Work with private contractors to coordinate their activities, inspect installation work done by contractors and evaluate performance to determine if it meets specifications and standards. Monitor and report on the progress of projects and prepare reports as required. Serve as a backup for the Water Utility Operations Manager to approve Munis transactions.

Attend staff meetings with Water Utility supervisors and other management to develop and discuss management goals and policies. Submit budgets and activity recommendations.

Oversee, plan, and budget for electrical installation expansion and upgrades, equipment installation and facility repairs. Coordinate Equipment repair and shutdowns with Water Utility Operations Manager, General Supervisor, Principal Engineer, Supply Section Supervisor, and staff. Plan and budget work strategies and timing of equipment installation, maintenance, and repair. Provide assistance to other departments and agencies.

Serve as manager on call when emergency situations arise after hours.

Perform related work as required.

## QUALIFICATIONS

### **Training and Experience:**

Generally, positions in this classification will require:

Five years of responsible experience involving the installation, repair, and/or maintenance of electrical water pumping equipment and facilities (or equivalent), including at least two years of leadership experience. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's degree in business administration, construction management, engineering, or a related field. An additional four (4) years of directly related installation, repair, and/or maintenance experience may be substituted for the degree requirement. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the design, installation, operation, and maintenance of electrical switchboard, telemetry, and supervisory control equipment as applied to a water supply system. Thorough knowledge of building construction and maintenance practices pertaining to pumphouses, reservoirs, standpipes, and other related water facilities. Thorough knowledge of the electrical codes, rules, and national and state regulations pertaining to electrical wiring and related activities. Working knowledge of basic principles of drafting, hydraulic and electro-mechanical devices used in water supply systems. Working knowledge of facility maintenance methods and materials. Working knowledge of vehicle and related equipment maintenance and repair principles. Working knowledge of and ability to use computer software applicable to the duties of the position, including the SCADA system and its operation. Knowledge of hazardous chemicals used in water treatment and building maintenance. Ability to effectively plan and prioritize projects and on-going maintenance work. Ability to inspect the work of others and determine compliance with specifications. Ability to interpret schematic diagrams of electronics and electrical equipment. Ability to monitor expenditures and summarize budget reports. Ability to make arithmetic computations and maintain office records. Ability to hire, train, assign, supervise, evaluate, and discipline staff and adjust grievances. Ability to develop and recommend budgets.

Ability to establish and maintain effective working relationships with co-workers and the public. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of the position.

Possession of a Class AA Master Electrician license or ability to obtain one within a specified timeframe. Failure to obtain the certification within the required time period may result in forfeiture of the position, absent extenuating circumstances.

**Physical Requirements:**

Employees will be expected to physically access various water utility pumping stations and facilities throughout the City in order to inspect and review the work of staff and contractors. Employees must also be able to demonstrate the proper way to lift, bend etc. to other staff.

| <b>Department/Division</b> | <b>Comp. Group</b> | <b>Range</b> |
|----------------------------|--------------------|--------------|
| Public Works/Water Utility | 18                 | 12           |

Approved:

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Harper Donahue IV  
Human Resources Director

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Date