

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	None	REMOTE WORK ELIGIBLE	No
DEPARTMENT	Sewer Maintenance/ Street Cleaning	DEPARTMENT NUMBER	817
REPORTS TO (TITLE)	Public Works Supervisor	JOB FAMILY	Public Works
PAY GRADE	7	DATE OF LAST REVIEW	August 2023

NATURE OF WORK

The Sewer Maintenance Supervisor oversees and coordinates the activities of workers involved in the repair and maintenance of sewers. This role directs teams in cleaning, televising sewer lines, and ensuring the repair and replacement of sewer lines, catch basins, and manholes adhere to SUDAS standards. The Sewer Maintenance Supervisor is responsible for calling in locates, ensuring compliance with all safety regulations, and assisting with repairs, as well as operating equipment when necessary.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Prioritizes tasks and assigns workers to necessary jobs. Work includes conducting inspections and cleaning of manholes, catch basins, and sewer lines, and overseeing the inspection of all repairs;
2. Assists with civil service tests, job interviews, employee timesheet maintenance and employee reviews;
3. Oversees the annual sewer inspection and cleaning program to ensure DNR compliance;
4. Manages street sweeping crews, setting priorities for target areas and ensuring all city streets are swept;
5. Serves as the daytime snow supervisor during snow events;
6. Ensures tasks are executed correctly and safely, adhering to SUDAS standards, while also addressing and solving problems as they arise;
7. Orders necessary supplies and ensures crews are equipped for upcoming tasks;
8. Reviews citizen requests, communicates directly with them either through calls or visits, and dispatches crews to address and repair the issues.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of regular, part-time or contracted employees as well as assigns work.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High school graduate or G.E.D. equivalent.
 AND
 Two (2) years experience operating heavy equipment in consutrction industry
 AND
 Basic knowledge of construction standards

One (1) year of lead worker or supervisory experience required.

LICENSING / SPECIAL REQUIREMENTS

Valid Driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

Pipeline Assessment Certification Program (PACP)

- Required within 12 months of appointment

SKILL / ABILITIES REQUIREMENTS

- Knowledge of public works construction and maintenance procedures per SUDAS;
- Knowledge of the principles, practices, tools and equipment used in sewer maintenance, including televising, cleaning and repair;
- Knowledge of the hazards and safety of the work including confined space entry, trenching and shoring;
- Ability to plan, assign and supervise the work of a crew of semi-skilled and unskilled workers;
- Ability to establish and maintain effective working relationships with associates, subordinates and the public;
- Ability to instruct new workers in proper work techniques per SUDAS;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: balancing, stooping, kneeling, talking, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

- The working environment / conditions for this position may include:
- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
 - Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
 - Hazardous Materials (chemicals, blood, other body fluids, etc.)
 - Extreme temperatures

- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per PDQ by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.