



## Job Description

**Job Title: Maintenance Supervisor**  
**Division: Operations**

**Classification: 6**  
**FLSA Status: Full Time Non-Exempt**

**General Summary:** Primary responsibility is supervising the maintenance and repair of the District's water distribution system and sewer collection system.

**Reporting Relationships:** The Maintenance Supervisor reports to the Operations Manager. In the absence of the Operations Manager, the Maintenance Supervisor reports to the General Manager. The operations staff report to the Maintenance Supervisor or Operations Supervisor based on assignments.

**Authority:** The Maintenance Supervisor has sufficient authority to make decisions and take actions required to satisfy the responsibility of this position. Included is accountability for both actions taken and actions not taken.

### **Essential Duties and Responsibilities:**

- In collaboration with the Operations Supervisor, provides direct supervision to the Water/Sewer Technicians.
- Plans, prioritizes, and supervises water and sewer system preventative maintenance programs such as fire hydrants, air-vac assemblies, blow-offs, mainline valves, control valves, sewer manholes, sewer mainline cleaning, lift stations, etc.
- Plans, prioritizes, and supervises maintenance and repair of the District's fleet, equipment, and back-up power generators.
- Plans, prioritizes, and supervises water system leak detection and sewer system mainline cleaning.
- Plans, prioritizes, and supervises water and sewer system repairs and new installations such as mainlines, water service lines, fire hydrants, air-vac assemblies, blow-offs, etc.
- Classifies water main breaks using the Department of Health guidelines.
- Ensures compliance with all District policies and safety practices applicable to areas of responsibility.
- Ensures staff has the proper skills, tools and safety equipment to complete the assigned tasks safely and efficiently.
- Ensures all reports and work orders are accurate, legible, and completed in a timely manner.
- Proficient with the District's Computer Maintenance Management System.
- Collaborates with the Operations Manager to determine resource needs (budgets, staff, equipment).
- Collaborates with the Operations Manager on infrastructure asset replacement planning.
- Collaborates with the Operations Supervisor and Operations Manager in completing annual performance appraisals for Operations staff.
- Participates in both employee hiring and employee disciplinary actions.
- Attendance and participation in meetings.
- Working knowledge of the District's Policy Manual and Employee Handbook.
- Other duties as assigned by the Operations Manager.

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**Minimum Experience/Education:** Requires 7 years of related experience in the water/sewer utility industry. Requires high school diploma or high school GED.

**Ability To:**

- Make decisions involving water and sewer operations.
- Supervise, evaluate, and assist in the training of Operations staff.
- Comprehend construction plans, specifications, and maps.
- Interpret and apply District policies and procedures.
- Efficiently use computer and related software applications.
- Establish and maintain positive and effective working relationships with District staff, customers, consultants, outside agencies, and the public.
- Communicate effectively in English, both verbally and in writing.

**Licenses/Certifications:**

- Washington State Commercial Driver's License Class-A with Tanker Endorsement
- Industrial First Aid – CPR Card
- Washington State Flagging & Traffic Control Card
- Water Distribution Manager-3 Certification
- Cross Connection Control Specialist Certification
- Sewage Collection Certification

**Physical Requirements:** Standing, sitting, climbing, walking, crouching, stooping, lifting, gripping. Extensive use of hands, eyes, ears, arms, legs and voice.

**Work Environment:** Primary duties are performed in field environments that consists of but is not limited to all types of terrain, extreme weather conditions, hazardous materials, moving equipment, high traffic areas, pressurized water lines, extreme heights, confined spaces, trenches, electrical and hydraulic energy. Personal protective equipment is required, protective clothing may be required.

**Evaluation:** The Maintenance Supervisor will be evaluated annually by the Operations Manager.

**Other:** Employment as the Maintenance Supervisor with the District is "at will."

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.