

Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 03/15/2024

SEWER MAINTENANCE AND EQUIPMENT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for supervisory work involving immediate direction of maintenance projects connected with the operation of a sewer system. Also involves the maintenance and repair of heavy and light automotive equipment relative to the job functions of this Class. Instructions are received on how individual projects should be accomplished. It is the supervisor's responsibility to have such orders carried out efficiently and to overcome special situations that may arise in the course of the work. Supervision is exercised over several maintenance workers. The incumbent reports directly to the Wastewater Treatment Plant Maintenance Superintendent or designee. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the cleaning, maintenance and repair of a sewer system;
Ability to operate heavy mechanical automotive equipment including backhoes, wheel loaders, and sewer vacuum/flush trucks;
Ability to operate off-road Utility Terrain Vehicles, chain saws, pole saws, and other tools to maintain sanitary sewer easements;
Ability to operate a pickup to haul trailers.
Assists in planning, construction and maintenance activities connected with the operation of a sewer system;
Exercises immediate supervision over all maintenance and repair projects except those of a most routine nature;
Assists other Water Pollution Control Plant operations and maintenance personnel when necessary;
Performs light automotive repairs;
Ability to mount and dismount auxiliary equipment to motor vehicles;
Checks work projects to determine whether jobs have been completed satisfactorily;
Assigns personnel and equipment to specific projects;
Checks attendance of employees and maintains records on time, work and salaries;
Inspects equipment and materials to determine their conditions;
Prepares accident reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of maintenance, cleaning, and construction activities and of the tools, terminology and equipment used in the operation of a municipal sewer system; good knowledge of the safety precautions needed in such work; ability to plan and supervise the work of others; good judgment; initiative.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's degree in engineering, facilities management, or relevant field **AND** three (3) years of experience in light and/or heavy equipment operation, small engine and/or small excavating equipment service and maintenance, and inventory management; **OR**
- (B) Possession of an Associate's degree in engineering, facilities management, or relevant field **AND** five (5) years of experience in light and/or heavy equipment operation, small engine and/or small excavating equipment service and maintenance, and inventory management; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of experience in light and/or heavy equipment operation, small engine and/or small excavating equipment service and maintenance, and inventory management.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- 2. Must acquire a valid New York State CDL Class B or higher without airbrake restriction and 'N' endorsement within one (1) year of appointment. License must remain valid throughout appointment.

NOTES:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- 3. Possession certificate from a regionally accredited college or one accredited by the New York State Board of Regents, or its equivalent in technical or apprentice training, in the areas of automotive repair, heavy equipment operations, utility constructions trades, forestry, or equivalent may be substituted for two (2) years' experience.

Adopted: 09/03/2019
Revised: 01/18/2024, 03/15/2024