

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Storm Water Maintenance Crew Supervisor	Job Code: 2562
Date: November 15, 2017	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled supervisory and technical work with responsibility for the construction, operation, and upkeep of the City storm water system.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Storm Water Operations Manager and perform all tasks under general direction. This work is distinguished by its responsibility to directly supervise and assign the daily work of a storm water maintenance crew.

ESSENTIAL DUTIES: Plan, supervise, and participate in the daily activities of Storm Water Maintenance Operators; supervise the preparation and operation of jet-vac unit to clear storm water lines; supervise the installation, cleaning, and repair of pipes, trash racks, inlet and diversion structures, pump stations, sump pumps, and other storm water system facilities; supervise the maintenance, repair, installation, and/or excavation of mains, lines, hydrants, valves, meters, fountains, storm drains, irrigation ditches, and sprinklers; inspect storm water system to identify abnormal conditions and resolve complex operation issues; supervise building of head gates; thaw frozen pipes; supervise general construction projects including performing cement work; oversee field investigations as to the size and location of storm drains and irrigation culverts; confer with water users on issues; may shovel snow; troubleshoot electrical and mechanical issues in pump stations and SCADA; interpret layout of storm drainage projects including evaluating and executing construction changes; maintain the City's NPDES permit; perform all work of Storm Water Maintenance Operators as needed.

Supervise, plan, and coordinate the work of assigned storm water personnel according to work orders and other priorities; ensure that work of crew is completed accurately, efficiently, and in compliance with established procedures; oversee daily activities of assigned staff to ensure that safety regulations are strictly followed; train assigned staff in applicable work policies, principles, and procedures; monitor employee productivity and work processes to identify training needs and inefficient practices; recommend and implement improvement changes to work processes; and inspect and supervise maintenance of equipment and tools.

Identify, evaluate, and resolve personnel issues; conduct performance appraisals and enact discipline and rewards as needed; assist with staffing decisions within the section including hiring and firing; assist section manager in preparing a timely and accurate budget for assigned area; order parts and supplies; maintain and review a variety of work records, reports, documentation, and work specifications; review work of direct reports and serve as a technical resource on complex issues; may act as the section manager during absences; attend and may lead staff meetings; perform other related duties as required.

MINIMUM REQUIREMENTS: High school diploma or equivalent and six (6) years of professional water operator experience. Additional education may be substituted for experience as allowed by the State of Utah to qualify for unrestricted water operator certification.

License(s)/Certification(s): A valid, lawful Commercial Driver's License (CDL) is required. Utah Unrestricted Grade IV Water Systems Operator Certification required.

SELECTION FACTORS: Knowledge of: methods and techniques used for installing, repairing, and maintaining storm drains, irrigation systems, and related structures; related laws, codes, rules, and regulations governing functions of the position; the requirements of the City's NPDES permit; the electrical and mechanical operations and maintenance of pump stations; basic English composition, spelling, and grammar; policies and procedures established for the work system; the operations, functions, and terminology common to the work; erosion control and storm water quality practices. **Skill in:** interpersonal relations and management as applied to the direction and supervision of others; confined space entry; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognizing potential dangers and responding appropriately; troubleshooting electrical and mechanical issues; reading engineering plans and profile drawings; practicing trust-building behaviors. **Ability to:** quickly and accurately perform work; repair pumps and pump stations; troubleshoot and repair SCADA system; operate process equipment; recognize changes in normal conditions and investigate causes; supervise and/or lead the work of others; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgment while evaluating situations and making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, backhoe, front-end loader, boom truck, road cutting machine, tap machines, jackhammer, jet/vac truck, dump truck, excavator, various hand tools, SCADA, general office equipment and word processing software, specialized software, safety clothing, and other job-related equipment.

PHYSICAL DEMANDS: Sufficient physical strength, agility, and eyesight to perform the work which includes lifting up to 50 lbs., driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, and climbing ladders.

ENVIRONMENTAL FACTORS: Requires exposure to adverse weather conditions, heavy traffic, odors, dark and damp spaces, hazardous chemicals, and other hazardous conditions. *Note: Employees of this class may be subject to on-call status and working weekends and holidays.*



 Department Director

11/14/17

 Date



 Mayor/Chief Administrative Officer

11/15/17

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.