

NEW CASTLE COUNTY GOVERNMENT

Number 0847

CLASS SPECIFICATION

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Date 09/26/11

Title: SUPERINTENDENT OF SEWER MAINTENANCE

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional and supervisory work involving a variety of activities in the installation, maintenance and operation of New Castle County sanitary sewer lines; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the maintenance, operation and repair of the sanitary sewer collection system. An employee in this class has sound technical knowledge of the operation of sewer collection systems in addition to knowledge of relevant regulatory requirements, including but not limited to overflow response requirements, the Miss Utility program and the County's Capacity, Management, Operation and Maintenance Program (CMOM). This employee has extensive contact with the public in the area of sewer-related problems and works independently under general supervision. Other responsibilities include planning, scheduling, implementation and enforcement of policies and procedures or other special projects as needed.

EXAMPLES OF WORK: (Illustrative only)

- Daily plans, assigns and supervises the work of employees in the operation and maintenance of sanitary sewer lines under normal and emergency situations, including the preparation of work order assignments each day for all personnel, vehicles and equipment;
- Reports to work prior to crews, ensuring they are properly equipped and efficiently dispatched upon reporting to work in the morning, and providing a daily work log of the same for Dispatch and Division records;
- Makes and adjusts work assignments;
- Supervises the location of breaks in sewer lines and other sewer emergencies;
- Investigates complaints;
- Inspects work in progress and completed work to assure conformance with policies, procedures, plans and specifications;
- Promotes and provides for the occupational safety of all assigned personnel and equipment;
- Requisitions necessary equipment and materials;
- Maintains time and material records;
- Responsible for purchase order balances for supply vendors;
- Prepares accurate and concise incident reports with recommendations for action to be taken;
- Attends public meetings;

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- Assists in the preparation and administration of the operating and capital budgets;
- Inspects critical structures in the sanitary sewer system and prepares recommendations for maintenance and repairs;
- Maintains effective liaison with plumbers, contractors, utility officials and the public during the performance of duties;
- Coordinates and supervises work performed by New Castle County contract vendors, including but not limited to Chemical Root Control, CCTV investigations, pipe cleaning and easement clearing;
- Ensures that all Sanitary Sewer Overflows are reported to the State of Delaware Department of Natural Resources and Environmental Control (DNREC) as required and reviews all written Sanitary Sewer Overflow reports for accuracy and completeness;
- Supervises the investigation of sinkholes, makes recommendations and reports results to the section engineer, Department of Transportation and other utilities as required;
- Creates, reviews and ensures accuracy and completeness of all employee evaluations, NCC Risk Management Incident Reports, and Supervisor's Investigation Reports (SIR);
- Coordinates access and obtains permits to restricted areas, including but not limited to Dupont Superfund site, AMTRAK and CXS Right-of-Ways;
- Coordinates with other sections to complete required/requested work using the assets of other sections;
- Section contact for Department of Transportation required drug screening, post-accident screening and physical exams;
- Reports discipline for all section employees and prepares all necessary paperwork with documentation;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of all phases of operations, maintenance and construction of sanitary sewer lines, including CMOM requirements; thorough knowledge of Miss Utility policies and procedures relevant to sewer maintenance operations and construction; good knowledge of basic construction practices, tools and equipment; ability to design, estimate, schedule and complete projects; ability to

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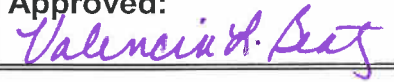
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write specifications for materials and equipment; ability to read plans, blueprints, utility plans, topographic plans and other related plans; ability to inspect work on projects; good knowledge of effective supervisory techniques and ability to effectively plan, schedule, assign, supervise and interpret the work of subordinates in a manner conducive to full and safe performance and high morale; dependability; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least three (3) years experience working with sanitary sewer lines at the supervisory level and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Possession of a Certified Construction Review (CCR) license, Confined Space Training Certification and Trench and Shoring Certification within one year of hire or promotion. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 12/18/87
Revised: 06/05/89
Revised: 01/02/91
Revised: 01/01/96
Revised: 11/01/97
Revised: 05/01/01
Revised: 02/25/08
Revised: 09/26/11