

Civil Division: Towns & Villages  
Jurisdictional Class: Competitive  
Non-Competitive – Town of Whitestown (part-time)  
EEO Category: Service-Maintenance  
Reviewed: 09/17/14

## **SEWER MAINTENANCE 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. 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 a number of maintenance workers. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises the cleaning, maintenance and repair of a sewer system;  
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;  
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.

### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in the construction, operation or maintenance of a water or sewer system; **OR**
- (B) Four (4) years' experience, as described in (A) above.

**NOTE:** Verifiable part-time and/or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.