



Job Description
Department: Maintenance
Pay Band: #7
FLSA Status: Non-Exempt

Preventative Maintenance Supervisor

General Definition of Work

Performs work inspecting water and sewer utility systems for defects and issues, cleaning utility lines and clearing blockages to ensure proper operation, creating work orders for repairs, conducting preventative maintenance on department equipment, maintaining and updating inspection computer software and files, and any work as apparent or assigned. This position reports to the Maintenance Assistant Manager. Supervision is exercised over assigned staff.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Supervises an assigned work crew; trains employees on processes and procedures; coordinates work tasks and evaluates completed work of crew members.
- Inspects and codes the Organization's sewer systems for defects; cleans lines and removes blockages as needed.
- Hires and coordinates contractors for root treatments, manhole rehabilitations, and easement clearings annually to maintain systems.
- Creates and assigns work orders for department maintenance teams.
- Performs maintenance and repairs on department equipment.
- Maintains software and files on inspection computers.
- Assists the Engineering Department with inspections, locating utilities, and troubleshooting of issues.
- Checks water system valves and hydrants.

Minimum Qualifications

High School diploma or GED and one to three years of experience in conducting maintenance, repairs, and inspections on sewer and water lines, or a combination of equivalent education and experience.

Special Qualifications

Obtain NASSCO PACP, MACP, and LACP certification within six months of hire.

Obtain CPR and First Aid certification within six months of hire.

Completion of Trench Awareness and Safety, Chainsaw Safety, and Confined Space Training within six months of hire.

Valid commercial driver's license with Tanker and Air Brake endorsement in the Commonwealth of Virginia.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include close and distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Frequent
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Loud