

Middletown, CT Job Description

Classification Title	Assistant Field Maintenance Manager
Job Code	
Department	Water & Sewer
Union Group	Teamsters 671
FLSA Status	Non-Exempt
Pay Grade	

PURPOSE OF POSITION

~~The purpose of this position is to manage the operation, maintenance, installation and repair of sewer systems. Manages and inspects crews. Plans and oversees maintenance and repair of fleet vehicles and equipment. Supervises and participates in the planning, operation, maintenance, installation and repair of the City's system of water transmission and distribution and sewer collection system including all appurtenances, facilities and grounds. The work is performed under the direction of the Field Maintenance Manager.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists in the planning, organization and supervision of the maintenance, installation, repair and operation of water and sewer system, facilities and equipment.
- Supervises division personnel, ~~which includes ; provides instruction and training; plans, coordinates, schedules, assignments and reviewings work, overseeing operations of field assignments and managing absences.; allocates personnel; maintains standards and evaluates performance.~~
- Acts as lead worker at job sites. ~~Investigates sewer and water complaints. Coordinates work with other departments, and ensures compliance with all applicable health and safety regulations and requirements.~~
- ~~Responds to critical and emergency situations including water main breaks, sewer backups, sewer pump station problems etc. Verifies payroll for department and overtime assignments.~~
- ~~Inspects private and public facilities to determine the need for backflow prevention devices. Inspects and tests backflow devices; prepares backflow prevention forms for the state Health department.~~

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- ~~Prepares a variety of reports, documents and correspondence; files report violation forms; reports for emergency sewage spills. Forwards complaints from the public.~~
- Creates and tracks purchase orders. Tracks proof of insurance requirements for contractors or vendors.
- ~~Performs general maintenance functions; Assists with snow & ice removal and control functions.~~
- ~~Assigns resources to and supervises the work of subordinates; operates in accordance with labor contracts.~~
- ~~Maintains records of activities and costs for maintenance operations and prepares monthly reports on prescribed forms.~~
- Maintains inventory of tools, equipment, lubricants, repair parts and fuels. Reports inventory to Field Maintenance Manager for purchase.
- ~~Writes specifications for supplies and materials; maintains control of an inventory of water or sewer pipe, hydrants, fittings, manholes and related materials.~~
- ~~Determines the assignment of personnel to projects.~~
- Maintains availability to respond to emergency situations on a rotating, on-call basis, or as determined by the Director or designee.
- May operate equipment, as needed.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent and five years of water and/or sewer system maintenance/supervisory experience; ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Other

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- ~~Position requires Connecticut Backflow Device Preventer Tester and Cross Connection Survey Inspector certifications, State Class III Distribution Operator's License or the ability to obtain within two (2) years of appointment and a valid Class A Commercial Drivers License (CDL) with tank endorsement (N). Water Distribution Class III, Class A with tanker endorsement, Backflow Preventer Device and Cross Connection Inspector Certificate.~~

PREFERRED QUALIFICATIONS

Ten years of experience.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~
- ~~Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as work orders, reports, repair manuals, architectural drawings, plans, policies, procedures and non-routine correspondence.~~
- ~~Requires the ability to communicate orally and in writing with the Superintendent and all division personnel, other City departments and utilities, contractors, engineers, vendors and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population

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- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, trucks and light and heavy equipment, drilling machines, pumps, test kits, hand and power tools, drafting instruments, monitoring equipment, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature and noise extremes, strong odors, smoke, electrical currents or machinery may cause discomfort and poses a limited risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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