

Middletown, CT Job Description

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

PURPOSE OF POSITION

The purpose of this position is to ~~S~~supervises the operation, maintenance, installation and, repair of the water distribution system; and ~~sanitary sewer~~wastewater collection system, including pump stations, distribution storage tanks and all grounds associated with Department facilities, ~~watersheds and well fields and other related appurtenances.~~ ~~The work is performed under the direction of the Director or Deputy Director of Water & Sewer.~~

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.

- ~~Plans, organizes and supervises the installation, maintenance operation and repair of the City's Water Distribution System, sewer collection systems including all pump stations, water storage tanks and all related facilities and appurtenances.~~
- Supervises department personnel. Interviews prospective employees.; ~~assists in selecting new employees;~~ Provides training and instruction.; ~~Plans, schedules, coordinates, assigns and reviews work; allocates personnel; maintains~~work. Maintains standards and evaluates performance.; ~~Administers collective bargaining agreements and City Drug & Alcohol policies.~~
- ~~Develops and reviews short and long range plans for system maintenance, infrastructure and equipment replacement.~~Coordinates with vendors to ensure materials are available. Coordinates with Police, Fire and other departments to ensure traffic and safety issues are addressed.
- ~~Develops, Plans, schedules and oversees preventive maintenance programs for the Distribution system and sewer collection system. Directs and assists in the planned or emergency shut down of these systems; responds to emergency situations.~~Coordinates and schedules service taps, shut downs, flow tests, repairs, bacteria test and inspection and sewer repairs.
- ~~Assigns appropriate staff to the cross connection control program. Collaborates with the appropriate Department Manager on the development and submission of the~~

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~~annual state report.~~ Manages and supervises backflow cross connection inspection/testing program. Assigns licensed staff to inspect locations and devices. Reviews forms to make recommendations for repairs, level of protection needed and create violation letters. Meets with property owners on concerns. Compiles information to formulate report with state health department.

- ~~Investigates complaints of pressure, flow, blockage or flooding; resolves problems and complaints. Drafts and submits responses on insurance claims filed with the City. Maintains 24 hour availability and response to critical and emergency situations. Evaluates and determines means and methods of repair. Hires contractors as required. Collects samples to determine safety of water. Prepares and files permits or reports with state health department, state department of environmental protection and state department of transportation.~~
- ~~Directs and oversees the operation of assigned equipment. Reviews plans of new projects. Makes recommendations on backflows, metering, services hydrant and gate locations. Works as project manager in the field as needed.~~
- ~~Directs and assists with the reconstruction of roads due to department projects. Maintains records of the systems; prepares a variety of reports, documents and correspondence.~~
- ~~Responds to critical and emergency situations. Prioritizes resource needs and directs staff to reevaluate emergency.~~
- Prepares recommendations for the annual budget. Meets with vendors to review products and equipment; requisitions equipment, materials and supplies.
- ~~Informs Fire Officials of the interruption of water service and defective Fire Hydrants; conducts flow and pressure tests. Maintains records of service outage.~~
- Attends a variety of meetings to coordinate operations and programs; ~~attends seminars, conferences and training programs.~~
- ~~Gathers and analyzes information on division effectiveness and efficiency and recommends operation policies and procedures. Drafts reports. Develops and reviews forms and reports from subordinate units or sub activities.~~
- ~~Receives and supervises the investigation of complaints regarding flow, pressure and sewer maintenance service and initiates corrective actions.~~

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- ~~• Assists in establishing emergency plans and procedures including, but not limited to, floods, power outages, oil and chemical spills.~~
- ~~• Analyzes field maintenance operations and recommends changes and improvements in procedure. Develops and maintains maintenance programs for the distribution and collection system. Plans responses and assigns staff based upon maintenance plan.~~
- ~~• Maintains inventory of tools, equipment, lubricants, repair parts, etc; Writes specifications for materials, as required.~~
- ~~• Schedule, supervise and train subordinates in the technical operations of transmission and distribution of water and the collection and pumping of wastewater.~~
- ~~• Maintains knowledge of Occupational Safety and Health Administration (OSHA) regulations, State of Connecticut Public Health Codes and State Statutes, Safe Drinking Water Act, related Environmental Protection Agency (EPA) regulations and National Pollution Discharge Elimination System (NPDES) permit system.~~
- ~~• Maintains availability to respond to emergency situations on a rotating, on-call basis.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in related field and at least ten years of utility operation experience sanitary, civil, environmental, or chemical engineering or environmental science, or High school diploma or equivalent with related experience in Utility Operation and maintenance and at least five years of progressively responsible utility management experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- Position requires a Water Distribution Class III License, ~~or ability to obtain within two years of appointment,~~ a valid Class BA Commercial ~~Drivers~~Driver's License (CDL) ;

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and a Backflow Preventer ~~Device Tester and Cross-Connection~~ Inspector License, ~~certifications from the State of Connecticut, within one year of appointment.~~

PREFERRED QUALIFICATIONS

Five years of experience in utility operations with five years progressively responsible supervisory experience. Water Management Certificate.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. ~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- Knowledge of water and sewer systems
- ~~Requires the a~~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 a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as bids, blueprints, flowcharts, meter readings, reports, work orders, daily diary, logs, diagrams, maps, plans, regulations, catalogs, field notes, budgets, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director and Deputy Director, all department employees, other City departments, vendors, state agencies, contractors, other utilities and the public. Must possess plumbing skills~~
- ~~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 R~~elate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- 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

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- 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 Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- 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 Compare data from a variety of sources for accuracy and completeness
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- 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 Evaluate, organize, and summarize data and information
- 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 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 safe and comfortable conditions where exposure to environmental factors is minimal and poses a very 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

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qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/06/15
Dates revised	