

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Stormwater Maintenance Supervisor

**Department:** Environmental/Public Works

**Pay Grade:** 511

**FLSA Status:** Exempt

**Job Code:** E710

#### JOB SUMMARY

The purpose of this classification is to supervise the Stormwater Utility maintenance crews performing skilled work in the maintenance, detailed inspection, repair and replacement of the City owned stormwater drainage system. Work is performed under the supervision of the Stormwater Utility Manager.

#### ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals: provides direction, and assistance to employees; coordinates daily work activities; organizes and prioritizes workload; makes work assignments and evaluates work; monitors status of work; troubleshoots problem situations.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Assists in projecting needs for equipment, materials, and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment and contractor services. Assists in determining long and short term budgetary needs and presents recommendations to the Stormwater Utility Manager. Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Ensures adherence to established safety procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any

actions necessary to correct deviations; coordinates activities to maintain safety and traffic control at work sites, including flagging of traffic and setup of safety cones, barricades, and road/warning signs; reports accidents, injuries, and other incidents.

- Coordinates, prioritizes, and supervises projects: reviews or issues work orders; assists in determining and coordinating necessary equipment, materials, and manpower to complete projects; monitors status of work in progress and inspects completed work; dispatches crew members, vehicles, or equipment to work sites as needed; reports damage/vandalism, potentially hazardous/ dangerous situations, or other problems to supervisor; responds to problems or emergency situations.
- Maintains a comprehensive set of records/data related to all maintenance activities in the Stormwater Utility, utilizing various spreadsheets and computer programs to provide this information in a logical manner. Prioritizes the Operations and Maintenance of the stormwater drainage system in conjunction with the Stormwater Utility Manager and other stormwater utility staff.
- Provides training to subordinates on the correct use of all equipment used for projects such as pipe laser, sight level, skid steer loader, trackhoe, backhoe, earth compaction equipment, and large vehicles requiring a CDL as well as project layout and execution.
- Performs customer service functions: exchanges information with the public regarding work in both oral and written formats; logs complaints or problems and refers them to the Stormwater Utility staff member.
- Inspects and prepares equipment for safe and proper operation prior to beginning work for the day, provides training to subordinate staff on the same; performs light maintenance on equipment, which may include changing oil, refueling, or refilling lubricants; cleans vehicles, beds, and mounted equipment upon completion of assignments; secures vehicle after use and provides training to subordinate staff on the same.
- Communicates with supervisor, other departments, employees, the public, outside agencies, stand by contractors and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High School Diploma/GED required; technical training/certification in construction management preferred; five (5) years of previous work experience in stormwater drainage maintenance and installation to include the supervision of personnel in such work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possess and maintain a Level 1B Certified Inspector in Soil and Erosion control, trenching and shoring certification, confined space entry supervisor training, GDOT flagger certification.
- Possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsements, with a satisfactory motor vehicle record (MVR).

**Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge of tasks and procedures required to perform the construction and maintenance functions in the assigned department.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to read and interpret plans and blueprints is a must.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of rational system s; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**PHYSICAL DEMANDS**

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal attacks/bites.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation,*

*gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*