

JOB VACANCY # JV 2016-23 Sewers Supervisor

THE POSITION OF: Sewers Supervisor
IN THE DIVISION OF: Sewers
DEPARTMENT OF: Public Works
UNION CLASSIFICATION: ASFME 3799 – 1st Level
Rate: Starting at \$21.99 per/hour
POSTING DATE: May 18, 2016

Qualified, interested candidates must **submit a letter of interest, current resume and application** to the Human Resources Department. Position open until filled. Email: jobs@readingpa.gov

POSITION SUMMARY:

Typical job duties may include but are not limited to:

- Supervises the activities of assigned crew personnel and enforces working rules in accordance with established operating and safety procedures and advises and prepares disciplinary action when warranted.
- Plans and schedules work on a daily basis and tracks team payroll and attendance as well as daily updates of data on team's work activities based upon work orders.
- Supervises the use of inspection, repair, excavation, and safety equipment by assigned crew.
- Responds to emergencies as may arise in the sanitary sewer or stormwater collection systems while on shift and after-hours as necessary.
- Reviews and inspects available records and technical data to prepare for assigned tasks; investigates, diagnoses and recommends methods for the correction of abnormalities occurring in conveyance systems to ensure team operations meet local, state, and federal requirements.
- Responsible for the implementation of work zone traffic control and team safety practices.
- Plans, schedules and supervises the use of staff, materials, and equipment in various operating modes to determine the most efficient mode of operation and use of personnel and equipment.
- Communicates in a courteous manner with contractors and the general public as calls or inquiries may arise and determines appropriate course of action based on situation.
- Collects data from crew personnel and prepares work order reports to chart actual time and materials in maintenance management system. Uses computer and appropriate software to input appropriate data, generate reports, and review data.
- Recommends improvements and participates in projects to improve operations, maintenance, safety, and/or efficiency.
- Attends professional seminars, meetings and conferences to obtain required certifications and to maintain professional competency.

MINIMUM QUALIFICATIONS:

- Thorough knowledge of collection system operations, processes, facilities, equipment, standard design and construction practices, and current mapping and metering techniques. Knowledge of the principles and use of computerized maintenance management software is preferred.
- Knowledge of the principles and use of GIS and GPS for geospatial system mapping is desirable.
- A minimum of three years related experience in similar position and previous experience in utility supervision is preferred.
- Must have familiarity with Microsoft Word, Excel and Outlook.
- Must possess a valid PA CDL Class A, with tanker endorsement and airbrake certification at a minimum, or be able to acquire the PA CDL as described within six months of hire/promotion into the position.
- Must also possess an appropriate Pennsylvania wastewater operator certification for collection systems, or be able to pass Pennsylvania wastewater operator certification examinations for collection systems within 24 months of hire/promotion into the position.