

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: SEWER MAINTENANCE SUPERVISOR**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: SEWER SYSTEMS SUPERVISOR**

**JOB CODE: 2262**  
**DATE: 11/08**

**JOB SUMMARY:**

Performs semi-skilled and skilled work in supervising members of the crew engaged in maintenance, repair, and construction of sewer lines and other related operations.

**ESSENTIAL JOB FUNCTIONS:**

Directs and assists the maintenance of sanitary and storm systems which includes clearing sewer and storm mains, constructing new laterals, repairing and clearing existing laterals, constructing and repairing inverts, and resetting manhole and catch basin frames.

Supervises and participates in digging operations to install and repair sewer systems, laying and replacing sewer and drain lines, house connections, and the construction of manholes and catch basins. Patches ditches after excavation procedures; loams and seeds lawns and replaces granite curbing in affected area.

Responds to emergency calls regarding problems with sewer lateral and main plugs throughout day and night hours.

Maintains records related to man-hours expended and equipment utilized per project.

Assists with snow removal from roadways and walkways during winter season, clearing and thawing culverts, repairing water run-off problems, and repairing/thawing water systems.

Collaborates with others outside own work area including contractors, vendors, and the general public, to coordinate efforts and maintain cooperative and efficient relations.

Carries out supervisory responsibility in accordance with City policies, procedures, and applicable laws including: participating in hiring process; training in job skills; planning, assigning and directing work; appraising performance; addressing complaints, and resolving problems.

Performs other miscellaneous duties such as grounds and building maintenance, and assisting personnel at water and wastewater plants when necessary.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Backhoe	Dump and Crew Truck	Vactor Truck
Compressor	Trench Box	Traffic Control Devices
Hand Tools	Ladder	Safety Hazard Barricades
Main Line TV Unit	Lateral TV unit	Coring Machine

Assorted power equipment  
Modern Office Equipment, including but not limited to: desk phone, cell phone, computers and software, 2-way radios, copiers and printers

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and, additional vocational training or course work in construction or plumbing; and, two to four years of experience in sewer maintenance and construction; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Basic supervisory practices and training

Layout and operation of City-wide sewer and storm water system.

Principles and practices of municipal water and sewer systems.

Storm drainage methods and practices.

Standard business arithmetic, including percentages and decimals.

Basic budgetary principles and practices.

Applicable state, local laws, rules and regulations.

**Skill in:**

Proficient skill with the use of heavy construction equipment and hand tools.

Standard tools, equipment, methods, practices, and materials applicable to the trade.

Using tact, discretion, initiative and independent judgment within established guidelines.

Communicating clearly and effectively, orally and in writing.

Motivating staff and providing for their training and professional development.

**Mental and Physical Abilities to:**

Deal courteously and diplomatically with the general public.

Give directions and gain compliance from assigned employees.

Read construction plans and specifications.

Communicate clearly and effectively both in writing and orally.

Perform strenuous and routine work.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Sewer Supervisor

3 of 3

Deal with problems involving several concrete variables in standardized situations.

While performing essential functions of this job, employee is occasionally expected to walk, sit, climb or balance, and lift and/or move more than 100 pounds; is regularly expected to stand, use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and lift and/or move up to 50 pounds. Specific vision abilities required for this job include: close vision, distance vision, ability to discriminate between colors, peripheral vision, depth vision, and ability to adjust focus.

**Working Conditions:**

While performing essential functions of this position, employee is regularly exposed to wet or humid conditions, work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, work with explosives, and vibration.

Incumbent's working conditions are typically very loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.