

## ASSISTANT SUPERINTENDENT OF MAINTENANCE - ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for the maintenance and repair of the County trunk sewers. The incumbent functions in a supervisory role to assure maximum efficiency and safety in the operation and maintenance of the county trunk sewers. The incumbent estimates costs, schedules and inspects work, supervises crews which investigate potential leaks and which provide specific trade services including instrumentation, electrical and welding services. Supervision is exercised over a large number of skilled, semi-skilled and unskilled maintenance employees. The work entails coordination with municipal officials and with various county departments. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and establishes standard procedures for a new computerized collection maintenance system;

Updates collection system to insure continued implementation and on-going records are maintained for system upkeep;

Assists in planning, directing, and supervising the maintenance and repair of the County's trunk sewers so that sewage will be conveyed safely and efficiently to the wastewater plants;

Assists and participates in planning for and scheduling sewer surveillance;

Supervises, schedules and coordinates, with local municipal officials, the work of the leak surveillance crews to discover water infiltrating the sewer systems so that corrections can be made;

Analyzes inspection reports and work requests and establishes priorities to aid in scheduling work;

Ensures the smooth and efficient operation of the Hawthorne Receiving Manhole;

Investigates sewer emergencies, evaluates problems and initiates measures to correct the situation;

Participates in the training and evaluation of assigned staff consistent with departmental guidelines;

Researches and writes specifications for pumps, automotive, mechanical equipment and construction to ensure those proposed purchases meet needs;

Implements mark outs for location of county trunk sewers in anticipation of new construction or emergency repairs;

EXAMPLES OF WORK: (Cont'd.)

Implements approved safety standards consistent with OSHA standards;

Assigns daily work schedule and performs routine inspections of assigned work;

Maintains records of work orders, time sheets, requisitions, permits and related matters and prepares required reports;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, pressures, terminology and techniques used in the maintenance and repair of a sewer distribution/collection system; thorough knowledge of the accident and safety precautions of the trade; good knowledge of the location of sewers, drains, and appurtenances; ability to read and draft rough sketches and plans; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word-processing, calendar, e-mail and database software; ability to establish effective working relationships with higher level personnel in performing the duties of the position; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a high school or equivalency diploma and eight years of experience in the repair, maintenance and installation of a sewer distribution/collection system, including three years of supervisory experience; or (b) completion of a two year post high school\* or trade school course in mechanical or engineering field and six years of experience described in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS: (1) Possession of a valid New York State driver's license appropriate for the equipment operated. (2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.