



CIVIL DIVISION  
CLASS SPECIFICATION

WATER AND SEWER  
MAINTENANCE SUPERVISOR

DATE ADOPTED: 05/15/75

LAST REVISION: 04/11/2024

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible supervisory position. The foreman is required to oversee the installation and repair of water and sewer mains, valves, hydrants and services. Detailed instructions are given to maintenance men and other subordinates, and direct supervision is exercised over them. Employees in this class must be available for duty at all times. Work is performed under the general supervision of the Superintendent of Water and Sewers.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Leads in and performs work in the maintenance, repair and construction of the water and sewer distribution systems consisting of mains, valves, hydrants and services;
2. Directs and participates in water meter reading;
3. Inspects and tests water meters;
4. Prepares requisitions for materials and keeps inventory of materials for hydrants, valves, meters, water mains and services;
5. Consults with superior on technical problems;
6. Investigates and repairs leaks;
7. Directs the flushing of mains;
8. Leads in and directs the laying, maintaining and tapping of water mains;
9. Has charge of the maintenance, inspection, repair and painting of fire hydrants;
10. Inspects reservoirs and outlying pipe lines;
11. Reviews repair and installation records of distribution system;
12. Responds at all times to emergency repair calls.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of the principles of hydraulics as related to water distribution systems; thorough knowledge of tools, equipment and technology used in water distribution systems; ability to read and draft plans or sketches; ability to plan and direct the work of others; ability to secure cooperation from subordinates; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Three (3) years of experience which involved work in installation or maintenance of water, sewer, plumbing, or related lines and systems.

**CIVIL DIVISION USE ONLY:**

<b>JURISDICTIONAL CLASSIFICATION:</b> City of Beacon -non-competitive, all other jurisdictions - competitive			
<b>REVISION HISTORY:</b> Sewage Plant Maintenance Mechanic	05/15/75	09/15/95	12/9/2022
04/11/24 (FKA Water and Sewer Maintenance Foreman)			