



JOB TITLE: UTILITY MAINTENANCE STOPPAGE SUPERVISOR **DEPARTMENT: PUBLIC WORKS**

JOB CLASS NUMBER: 6147

DIVISION: SEWER

REVISION DATE: 10.21.2024


Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Workers in this position are responsible for supervising and training personnel engaged in the maintenance, cleaning, and unstopping of sewer lines. The Utility Maintenance Stoppage Supervisor is expected to work with a large degree of independence but will receive general directions from the Wastewater Collection Superintendent and the Sewer Manager.

EXAMPLES OF DUTIES:

- *Plans, schedules, organizes, and directs activities stoppage crews.*
- *Inspects hydraulic cleaning equipment to verify operability and to determine maintenance, repair, or replacement needs.*
- *Develops and updates preventive maintenance procedures.*
- *Maintains records of preventative maintenance and repairs.*
- *Oversees technical, electrical, and mechanical work on hydraulic cleaning equipment.*
- *Reviews construction plans for new sewer lines.*
- *Performs preventative maintenance on hydraulic cleaning equipment.*
- *Keeps all stoppage trucks and equipment in operational condition.*
- *Orders materials, parts and supplies as needed.*
- *Ensures that all safety procedures are being followed.*
- *Oversees chemical treatment of sewer lines and manholes.*
- *Maintains records of line cleaning operations.*
- *Works with chemicals including, but not limited to, Degreasers, Chlorine, and Hydrogen Peroxide.*
- *Assists construction crews in solving difficult sewer problems.*
- *Locates problem areas in sewer lines and storm drains.*
- *Video-inspects trunk lines, main lines, lateral lines, and storm drains.*
- *Drives pickup trucks and other City vehicles as needed.*
- *Uses various hand and power tools.*
- *Performs other duties as described by supervisor.*

SPECIAL REQUIREMENTS:

- *Able to climb into and out of trucks.*
- *Able to climb up and down ladders.*
- *Able to work outdoors in extreme weather conditions with exposure to the elements.*
- *Able to work in small, cramped, or confined spaces.*
- *Able to perform heavy manual labor including, but not limited to, lifting, shoveling, bolding, twisting, pulling, squatting, and crawling.*
- *Available to perform after hours and weekend Call Out as required.*
- *Must maintain cooperative working relationships with other City employees.*

TRAINING AND EXPERIENCE:

- *Must have a high school diploma or GED from an accredited institution*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Able to read, write, and speak the English language at a high school graduate level.*
- *Able to communicate effectively verbally and in writing.*
- *Performs routine mathematical computations accurately including calculations of area, circumference, volume, and flow rate.*
- *Experienced in manpower scheduling.*
- *Knowledgeable in the proper operation and maintenance of sewer lines and hydraulic cleaning equipment.*
- *Experience in planning a sewer line cleaning program.*
- *Knowledge of pretreatment and the uses and application of chemicals such as degreasers, chlorine, and root control agents.*
- *Knowledge of CCTV and the ability to use CCTV in wastewater operations.*
- *Experience with plumbing installation and repairs.*
- *Accurately completes paperwork in a timely manner.*
- *Able to work beyond normal hours, at night, and on weekends.*
- *Able to use portable and truck radios according to FCC guidelines.*
- *Practices safe driving and observes safe workplace practices.*
- *Knowledge of materials, methods and procedures used in sewer line maintenance and operation.*
- *Knowledge of the operation of hydraulic cleaning systems.*
- *Considerable knowledge and skill in troubleshooting equipment malfunctions.*
- *Must have good knowledge of the installation of pipes, valves, and associated equipment.*

LICENSES AND CERTIFICATES:

- *Must possess and maintain a valid Louisiana Driver's License of the appropriate class.*
- *Must obtain a Louisiana Class 4 wastewater collections certification within forty-eight (48) months. Preference will be given to individuals that already possess Class 4 certification. Certification must be maintained while employed.*

Note: *Specific Louisiana certifications are related to the division where you work*

- *Sewer Department - requires Wastewater Collections certification*
- *Water Department - requires Water Distribution certification*
- *Water Pollution Control - requires Wastewater Treatment certification*

INTERNAL POSTING PERIOD: 10/25 - 11/7/2024

Position posting goes public after 10th day.