

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: SEWER SYSTEM SUPERVISOR**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: HIGHWAY AND UTILITIES DIVISION SUPERINTENDENT**

**JOB CODE: 2261**  
**DATE: 2/08**

**JOB SUMMARY:**

Supervises and coordinates activities of crews engaged in a variety of projects involving the construction, maintenance, and repair of city sanitary sewer and drainage system.

**ESSENTIAL JOB FUNCTIONS:**

Directs and assists in the maintenance of sanitary and storm systems, which includes cleaning, inspecting, reconstructing, and installing mains, manhole and catch basin structures, and laterals.

Allocates and monitors time, people, equipment, and other resources for the division.

Receives and investigates complaints and inquiries of residents regarding problems with sewer system; dispatches crews accordingly.

Maintains records and prepares reports on completed work projects; evaluates performance of subordinates.

Confers with Highway and Utilities Division Superintendent to keep him/her informed on key issues and progress toward objectives, to gain support and approval, and to make recommendations to assist with making needed improvements.

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

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Telephone	Two-Way Radio	Motor Vehicle
Computer	Cell Phone	Printer
Digital Camera	Power Tools	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

Additional vocational training or coarse work in construction or plumbing; and,

One year certificate from college or technical school in plumbing and sewer construction; and,

Six or more years of experience in sewer maintenance and construction and the operation of heavy equipment; or,

Any combination of education, training and experience which provides the required 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:**

Methods, materials, and equipment used in construction, maintenance, and repair of sewers and drainage systems.

Hazards and safety precautions common to machinery and equipment.

Principles and practices of sewer construction projects.

Storm drainage methods and practices.

Sewer construction and maintenance methods and practices.

Principles of supervision, training, and performance evaluation.

**Skill in:**

Use of heavy construction equipment and hand tools.

**Mental and Physical Abilities to:**

Read and interpret blueprints, work orders, and plans.

Organize, coordinate, and supervise the work of others.

Deal courteously and diplomatically with the general public.

Give directions and gain compliance from subordinates.

Read construction plans and specifications.

Communicate clearly and effectively, both in writing and orally.

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

Write routine reports and correspondence.

Perform duties while intermittently sitting, standing, stooping, walking, bending, or crouching.

Occasionally lift light and heavy objects.

Climb ladders.

Distinguish between shades of color.

**Working Conditions:**

Works is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals.

Work requires the use of protective devices such as masks, goggles, or gloves.

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.