



# City of Williamston

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## **CITY OF WILLIAMSTON UTILITY MAINTENANCE SUPERVISOR II EMPLOYEE JOB DESCRIPTION**

**Position:** Utility Maintenance Supervisor II (Full-time; Night/Weekend, Emergencies)

**Compensation:** Non-Exempt Hourly Position  
(40 Hours/Week, Overtime: 1.5 x Hourly Rate.)

**Benefits:**

Benefit package includes benefits available to all regular full-time non-union staff in accordance with the City Employee Manual. These include Retirement, Vacation, Personal Leave, and Healthcare.

**Essential Job Functions:**

This position is generally supervised by the Director of Public Works and is normally under the direction of the Wastewater Superintendent in the day to day operations and maintenance of the activated sludge wastewater treatment plant (Class B), sewage lift stations and sanitary sewer collection system. In the absence of the Wastewater Superintendent, serves as the Lead Supervisor in the Wastewater Department.

This position supervises (and performs) maintenance of the public water supply which includes groundwater supply wells, pressure filters, softening equipment, elevated storage tanks and other equipment that is typically found in or associated with municipal water treatment facilities. This position will assist in the operation and maintenance of the distribution system. This position could include the assignment of Operator-In-Charge for the water treatment plant (depending on qualifications).

This position serves as part of the Public Works Management Team and works with other Public Works Department personnel to effectively achieve the City's public works objectives. This position also provides after-hours support for emergencies and may be included in the on-call rotation with DPW employees to fill vacancies. This position requires flexibility with daily task scheduling and a wide array of skills.

**Basic Duties include the following, but are not limited to:**

- Manages and directs staff performing maintenance of the water treatment facility and well houses.
- Coordinates work assignments with the DPW to ensure proper operation and project planning for maintenance and construction of the water and wastewater systems.
- Perform MDEQ water sampling, monitoring, and reporting. Assist in the Monthly Operating Reports (MORs) and Annual Reporting requirements for the water and wastewater systems.
- Assist in operation and maintenance tasks in the wastewater treatment plant and water treatment plant including laboratory analysis.
- Performs preventive and corrective maintenance at wastewater treatment plant and lift stations on equipment, buildings, and grounds.
- Inspects, monitors and adjusts WWTP plant and lift station processes, equipment, flows and alarms, using SCADA software.
- Works with the Management Team to implement programs and projects aimed at achieving departmental mission and long-term objectives. Assists in the overall planning, organization and management of all aspects of utility operations, including general administration, budgeting, planning, policy development, as well as staff hiring, firing, and disciplinary actions.
- Works with the Management Team to establish and implement well-defined emergency and contingency plans and procedures. Responds to utility emergencies as necessary.
- Implements safety awareness programming in accordance with departmental policy and City, State and federal guidelines. Participates in training sessions for plant operations and maintenance, trench safety, chemical handling, First Aid, and confined space entry.
- Responds to complaints, requests and concerns, including answering questions directly and over the telephone; takes action in responding to inquiries and complaints, following established guidelines, policies and procedures.
- Keeps abreast of developments in treatment technology, regulation, and other current industry events through continuing education workshops, seminars, and conferences as appropriate.
- Troubleshoots, maintains and repairs treatment plant equipment to include clarifiers, pumps, chemical feed systems, flow meters, compressors, valves, mechanical systems, and other related equipment.
- Operates, troubleshoots and maintains electrical equipment, including starters, relays, and computerized control and data acquisition (SCADA) systems.
- Assist in operation and maintenance of the water distribution system and sanitary collection system. This may include emergency break repairs, locating for Miss Dig requests, investigation of sewer backups, emergency cleaning with the Vactor truck, flow monitoring activities, confined space entry, etc.
- Operate power equipment with safety and caution; such as pumps, air compressors, construction equipment, plow trucks, chain saws, etc. Operates a snow plow during the winter months when required.
- Available for after-hours emergency response. May fill vacancies in on-call rotation (normal rotation schedule includes one week of nightly and weekend duty).

## **Qualifications:**

### **Education and Experience:**

Completion of high school and minimum of three years of experience working for a municipal wastewater or water treatment system with at least one year of supervisory or managerial experience required. Experience with daily wastewater or water lab testing, and maintenance experience at either type of facility strongly preferred. A college degree or applicable college-level coursework in water/wastewater treatment technology is preferred.

### **Licenses:**

- Valid Michigan driver's license; CDL Class B with Airbrakes endorsement required within six months of date of hire.
- The ability to obtain a State of Michigan Wastewater Operator License Level D within 18 months of date of hire. The ability to obtain progressively higher licensing for municipal wastewater treatment.
- The ability to obtain State of Michigan Water Operator Licenses D-3 (Treatment Systems) and S-3 (Distribution Systems) within 18 months of date of hire.

### **Knowledge of: (Desired at entry)**

- Basic knowledge and understanding of electronics, electrical circuits and electrical drawings with ability to troubleshoot circuitry problems.
- Working knowledge and understanding of electrical motors, starters, relays and automated controls, including computerized SCADA systems.
- Working knowledge and understanding of plumbing and pumping systems.
- Basic knowledge of mechanical heating, cooling and air handling systems.
- Applicable OSHA work safety standards and state and federal health regulations related to operation of the public water supply and the wastewater collection and treatment system.
- The methods, techniques, tools, materials and equipment used in pipeline construction, maintenance and repair.

### **Skill in: (at entry)**

- Ability to effectively supervise other employees and develop work assignments;
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums;
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations;
- Using computers and related software applications, and the ability to master new technologies;
- Assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations;
- Ability to learn to operate various types of heavy equipment including rubber tire loader-backhoe, front-end loader, dozer and dump trucks;

- The installation, operation, maintenance and repair of pumps and other hydraulic equipment;
- The ability to collect and complete routine water tests for wastewater and water treatment laboratory analysis;
- Ability to carry out assignments without direct supervision.
- Ability to manage one's work time, setting priorities as conditions change.
- Ability to use courtesy and respect when working with the public.
- Ability to work independently and with other employees.

**Physical Requirements and Working Conditions:**

- Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Fingering, Talking, Hearing, Repetitive Motions.
- Ability to perform heavy manual labor for extended periods of time.
- Must also possess mobility to work in a standard office setting and to use standard office equipment, including a computer; stamina to maintain attention to detail despite interruptions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Physical Characteristics: Moderate to heavy work, requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.
- Environmental Conditions: The work is performed both inside and outside, which includes seasonal exposure to cold and heat. The worker is also exposed to potential darkness or poor lighting, dirt/dust, fumes/odors, sanitary sewage, trench excavations, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, traffic hazards, and bodily injury; for which the employee should be capable of taking standard safety precautions. Also, the work may expose the employee to unpleasant social situations, and require the employee to work irregular hours.

**Selection Guidelines:**

Selection and hiring are based on strength of education, experience, and oral interview. A pre-employment physical, including a drug screening and background check are required.