



The City of Cottage Grove is recruiting for a

# Utility Maintenance Supervisor

## Public Works & Development Department

**Application Deadline is October 12, 2018**



The City of Cottage Grove is now accepting applications for the Utility Maintenance Supervisor position. The supervisor prepares the general work plans including budget proposals for the maintenance and operation of the water, wastewater, storm drainage, and street infrastructure. Cottage Grove is a small town with breath taking scenery, year-round events, rich history, and a gateway to outdoor recreation. It is located in the southern end of the Willamette Valley along I-5 and has a population of 9,920 residents. Cottage Grove has just over 50 miles of streets, 3,897 metered water services, 3,609 sewer connections, and just over 30 miles of storm drainage lines. The Position oversees 9 full time employees to make sure this critical infrastructure is maintained and operational.

Pay range: \$5,074-\$6,476 per month

Full job description and application materials are available online at: [www.cottagegrove.org/jobs](http://www.cottagegrove.org/jobs)

Job posting opens September 17, 2018 and closes on October 12, 2018.

**Questions, Contact:**

Faye Stewart  
Public Works & Development Director  
Phone: 541-942-3349, ext. 120

**Submit Application to:**

City of Cottage Grove, Human Resources  
Utility Maintenance Supervisor Recruitment  
400 E Main Street  
Cottage Grove, OR 97424

**THE CITY OF COTTAGE GROVE IS AN EQUAL OPPORTUNITY EMPLOYER**

**City of Cottage Grove  
Job Description  
Utility Maintenance Supervisor**

<b>Department:</b> Public Works & Development	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Public Works & Development Director	<b>Representation:</b> N/A
<b>Pay Range:</b> 27	<b>Date Adopted:</b> September 2018

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

**GENERAL POSITION SUMMARY:**

Supervises the physical and administrative activities of multiple crews consisting of two or more employees involved in water distribution, wastewater collection, storm drainage, and transportation system maintenance and construction; periodically operates a variety of equipment and tools related to the tasks assigned.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Prepares the general work plans including budget proposals for water, wastewater, storm, and street maintenance activities. Operate both light and medium equipment in the maintenance of the public works facilities. Responsible for crew safety, training, deployment and other duties as may be assigned, including all work methods used in the Public Works & Development Department.

**ESSENTIAL FUNCTIONS:**

1. Supervises the overall maintenance operations of the water distribution, wastewater collection, storm drainage, and transportation systems.
2. Provides direct supervision of numerous maintenance workers and leadmen including training, safety, operational procedures, and maintenance of equipment and tools.
3. Develops short and long range work plans for maintenance activities associated with the water distribution, wastewater collection, storm drainage, and transportation systems.

4. Participates in personnel issues of subordinate employees including work review, performance evaluations and recommendations for hiring, termination, and disciplinary action.
5. Functions as a working supervisor performing operational duties similar to those of a maintenance worker.
6. Prepares orders for required equipment, parts, and supplies to meet the operational needs of the water distribution, wastewater collection, storm drainage, and transportation systems.
7. Prepares recommended annual operating budget for the water distribution, wastewater collection, storm drainage, and transportation systems and monitors and controls their implementation.
8. Supervises the City's confined space entry program, utility locates, street sweeping, leaf and branch pick-up, right of way mowing, channel and storm drainage maintenance, removal of dead animals, road sanding, snow removal, storm damage debris removal, and other emergency services.
9. Coordinates with other Public Works & Development section supervisors to provide and receive assistance related to water distribution, wastewater collection, storm drainage, and transportation systems activities.
10. Participates in plan checks and design reviews of proposed public improvement projects.
11. Participates as a management team member of the Public Works & Development Department.
12. Coordinates the activities of private contractors in accordance with City requirements where contractors perform work that interconnects with the City's water distribution, wastewater collection, storm drainage, and transportation systems.
13. Prepare and maintain safety manuals, reports, and standard operating procedures (SOPs).

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties the supervisor is required to sit, stand, communicate, discern alarms or notices, stoop, kneel, crouch and reach above shoulder level. Manual dexterity and coordination is required while operating light and heavy equipment such as locators, vehicles, trucks, manual and power tools, radios, computers, etc. Must be capable of regularly lifting, pushing, and pulling items weighing up to 50 pounds.

Work occurs both inside in an office setting and outside on job sites including open excavations and confined spaces or other areas with uneven terrain in adverse conditions. Works with or around machinery, construction equipment and exposed to weather, noise, water, and dirt, mud, rock, and dust.

## **JOB SPECIFICATIONS:**

### **Education & Experience:**

High School graduation or equivalency with preference given to Associate's Degree or higher in related field. Must possess a current State on Oregon Class A driver's license. Additional Certifications resulting from educational achievement will be taken into consideration for advancement or promotional opportunities.

Five years of experience and/or training in municipal utility and street maintenance including at least two years of supervisory experience.

### **Knowledge Of:**

Basic engineering and drafting terminology and procedures; working knowledge of water distribution, wastewater collection, storm drainage, and street maintenance, familiarity with utility on-and-off's and new account regulation procedures; departmental accounting, budgeting, purchasing, and personnel procedures; familiarity with payroll and leave accounting procedures.

### **Skills In:**

Effective in supervising a crew(s) in the timely, safe completion of assigned tasks. Ability to operate utility and street department machinery including but not limited to backhoe, dump truck, snow plow, street sander, street sweeper, various pumps, small power equipment and hand tools. High acuity for basic math and technical report writing skills.

### **Ability To:**

Understand City budgetary processes and limitations; deal courteously and expeditiously with the public; establish and maintain good relationships among employees; prepare employee evaluations; set priorities for work; generate work orders. Inspect and supervise contractor's work and work performance by City crew.

### **Special Requirements and Certifications:**

Should possess the following certifications or the ability to work towards and possess within one year of employment:

- Water Distribution III
- Waste Water Collection III
- Confined Space Entry
- Cross-Connection.

### **Supervisory Duties:**

Supervise crews consisting of two or more employees involved in water distribution, wastewater collection, storm drainage, and transportation system maintenance and construction. Positions supervised under this classification may include Leadmen, Maintenance Workers, and Seasonal Workers.

**Supervision Received:**

Work under the direction of the Public Works & Development Director.

**Contact with Others:**

The Utilities Supervisor will have frequent contact with the public, vendors, and contractors.