

DRAIN MAINTENANCE SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Performs responsible work supervising the Drain Maintenance Division; responsible for the day-to-day maintenance of the County drains; work is performed under supervision; performs related duties as required.

STATEMENT OF TASKS:

Reviews daily work assignments and revises as necessary due to emergencies, weather, absent employees, etc.;

Makes daily work assignments;

Frequently inspects drains in the area noting needed maintenance and repairs;

Reviews drain maintenance work in progress and upon completion for quality, safety and efficiency of operation;

Ensures that there are supplies and materials on hand and that all vehicles are in proper working order and that employees have appropriate operating licenses;

Coordinates utility notification for construction projects in the area complying with appropriate statutes;

Completes required reports and forms including but not limited to materials utilized on a job site, material reorder, recording daily work, payroll records, required purchasing information for review by accountant, etc.;

Investigates complaints concerning drainage problems and assigns priorities;

Ensures that garages and office are secured daily;

Supervises assigned staff.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public work construction and maintenance practices;

Thorough knowledge of safety practices in the construction field;

Ability to manage maintenance activities including employees, equipment and material within the standard operation procedures;

Ability to analyze drain systems including construction materials and cost control;

Ability to supervise staff;

Ability to communicate orally and in writing;

Ability to utilize tact and courtesy when dealing with the public;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Two (2) years experience as a Genesee County Drain Maintenance Supervisor;

OR

Five (5) years experience in the Genesee County Drain Maintenance Department;

OR

Four (4) years experience supervising work crews, including drainage projects.

Established: August 6, 2001


Human Resources Director