

## DRAIN MAINTENANCE SUPERVISOR

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

STATEMENT OF TASKS:

Assists the Drain Maintenance Superintendent in supervising drain maintenance staff;

Assists in assigning staff to daily work assignments and revising schedules due to emergencies;

Inspects drains in the area and identifies needed maintenance and/or repairs;

Reviews drain maintenance work while in progress for safety and efficiency of operations and upon completion for quality of work;

Ensures that necessary supplies, equipment and materials are on hand and that all vehicles are in proper working order and that employees have the appropriate licenses and certifications;

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

Completes required reports and forms as directed;

Investigates complaints concerning drainage problems and assigns priorities to assigned work;

Ensures that maintenance facilities are secured daily;

Ensures that work areas are safe and comply with MI-OSHA standards and that employees have appropriate safety equipment, training and perform duties in a safe manner;

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:

Knowledge of public works construction and maintenance practices;

Knowledge of safety practices in the construction field;

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

Ability to prepare written reports and forms;

Ability to communicate orally and in writing;

Ability to solve problems;

Drain Maintenance Supervisor

Ability to utilize tact and courtesy when dealing with the public;  
Ability to maintain good working relationships with other employees;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Three (3) years supervising work crews, including drainage projects;  
OR

Four (4) years of experience in the Genesee County Drain Maintenance  
Department.

SPECIAL REQUIREMENTS:

Valid Michigan Driver's License with CDL endorsement.

Established: August 6, 1991

Revised: August 6, 2001

  
Human Resources Director