

CLASS SPECIFICATION FOR
Utility Superintendent II

GENERAL STATEMENT OF DUTIES: Performs responsible supervisory and administrative work in the construction, operation and/or maintenance activities of a major administrative division of the Department of Public Utilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class gives technical direction and field supervision to all operational, maintenance and construction activities of the water and sewer distribution system. The employee directs through subordinates and works under the general supervision of an Engineer II. A major responsibility is for the coordination of construction operation and maintenance activities in various geographic areas.

EXAMPLES OF WORK (illustrative only):

- Plans, directs and supervises all personnel assigned to the maintenance and operation of the systems for water distribution, sewage and solid waste management;
- Supervises the work of water main and sewage line construction crews that construct new systems;
- Supervises the installation and maintenance of water and sewer connections;
- Plans and directs a 24-hour emergency service necessary for the maintenance of a water distribution or sewage treatment system or for the operation of a landfill;
- Maintains records and prepares periodic and special reports;
- Trains and evaluates subordinate personnel;
- Answers requests and complaints from letters and phone calls on the activities performed by the vision;
- Evaluates on an ongoing basis current equipment and operational methods and researches and proposes new methods and equipment to improve efficiency and productivity;
- Orders materials and equipment;
- Establishes and monitors a preventive maintenance schedule for machinery, controls and equipment and makes minor repairs;
- Assists in the research for and preparation of the budget for assigned unit or division;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: : Considerable knowledge of the practices and techniques of utility construction, operation and maintenance as relate to the area of assignment; considerable knowledge of the operating characteristics and maintenance requirements of all utility equipment, machines, materials and operating practices typical to the area of assignment; good knowledge of modern development, current literature and other sources of information regarding utility construction and engineering; good knowledge of civil engineering as it relates to utility construction and maintenance; ability to coordinate the use of personnel, equipment, and materials in geographically separated areas; ability to plan and supervise the work of others; ability to read and interpret blueprints, diagrams, sketches, and construction plans; ability to communicate effectively both orally and in writing; ability to keep records and to prepare reports; physical condition that will permit activities including, but not limited to, lifting, driving and working under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND TRAINING; ADDITIONAL REQUIREMENTS: Graduation from high school, preferably supplemented by college training in engineering or chemistry, and four (4) years of work experience of an increasingly responsible nature in the area of assignment, including two (2) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of a given position.