



Town of Buchanan

Public Works Maintenance Supervisor

This position is hired by, and reports to, the Town Manager of Buchanan. The Town Manager will conduct an annual review of the Town Public Works Maintenance Supervisor.

Work Objective:

Working under the oversight of the Town Manager, the Town Public Works Maintenance Supervisor, will oversee the maintenance work in the Town, particularly water and sewer system repairs, maintenance, and construction, among other general maintenance duties and do so in a safe manner. The position involves repetitive manual labor in the construction, maintenance, modification and repair of water and sewer lines, and maintenance of equipment and facilities such as meters and pumping stations. Other maintenance duties involve mowing, snow removal, and some construction.

Duties to be Performed:

- Supervise Maintenance staff and organize work to be performed.
- Install new water and sewer service connections to the Town systems at homes and businesses.
- Repairs water and sewer lines on Town system promptly, including after hours.
- Installs and repairs meter boxes and meters when repairable and replaces them when broken.
- Installs, maintains and cleans main and lateral sewer lines on Town system, coordinating with septic companies for clean out.
- Read water meters monthly using digital meter reading equipment.
- Maintains valves and other distribution equipment.
- Performs maintenance work on well houses and pump stations, including a monthly schedule of maintenance, which will be coordinated and supervised by the Supervisor.
- Demonstrates work initiative and positive suggestions for improvement.



- Mark Town utilities for Miss Utility marking orders.
- Restores yards and shoulders of streets following construction, returning the site to its original condition.
- Operates light motor equipment, including sewer jetter, when required.
- Maintain all Town equipment and always keep in good working condition (trucks, backhoe, lawn care equipment, etc.).
- Mow grass at all Town property on a regular seasonal basis.
- Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors
- Conducts, coordinates, and/or supervises the training of subordinates in proper work practices, methods, techniques, and procedures; assists in the identification of training needs for subordinates.
- Maintain a safe, neat, and orderly workshop area and outside grounds. Set all trash out for weekly pickup.
- When snow has fallen, clear access to all Town water and sewer facilities, Town Hall and Fire and Rescue Station.
- Demonstrates appropriate decision making/problem solving ability.
- Use safe job site work practices and ensure other maintenance staff do as well.
- Participates with Town employees in Town events and activities, including clean up afterwards.
- Receives complaints from the public about Public Works services and/or specific employee(s); provides information to complainant, documents the complaint, and resolves the complaint or refers it to the appropriate employee.
- Subject to twenty-four (24) hour call.
- Other duties as assigned.



Job Knowledge and Skills Required

The ability to work well with diverse individuals and groups is necessary, professionally representing the Town. The ability to effectively supervise staff is needed. Requires a good working knowledge of plumbing, basic knowledge of carpentry and electrical work. Backhoe experience desired. Experience in repair and installation of water and sewer service systems, including knowledge of the equipment, methods and procedures involving the construction and repair of water and sewer facilities. Ability to prepare necessary reports. Ability to follow oral instructions; ability to lift 75 pounds; ability to push and pull 50 pounds; ability to climb ladders; ability to access and work in confined spaces and to understand and follow instructions regarding safety practices including the use of materials and equipment supplied by the Town.

Qualifications

The maintenance supervisor position requires an individual who enjoys the challenge of troubleshooting and correcting mechanical, plumbing, and electrical issues and someone who is willing to work when and where needed when emergency maintenance activities are required. A minimum of 2 years of general maintenance experience is usually required for the maintenance supervisor position. Previous experience supervising employees, including directing work, evaluating performance, and coaching for improvement is also desirable but not required. Experience troubleshooting and correcting electrical, plumbing, or mechanical problems, maintaining inventory levels and scheduling work is also required.

Language Skills:

Ability to read, analyze, and interpret federal and state laws and administrative regulations; town and county ordinances, and external directives. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.



Working Conditions:

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, unusual heights, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends, and holidays and participate in afterhours emergency response and on-call and callback assignments.

Reasoning Ability:

Independent judgment and initiative are required. Work is performed under the supervision of the Town Manager and is reviewed through observation, conferences, deadlines, and compliance with legal and statutory requirements.

Interpersonal Skills:

Ability to use solid interpersonal skills, including conflict resolution skills, for work with citizens, developers, contractors, and other employees.

Other

Must possess and maintain a valid driver's license issued by the Commonwealth of Virginia and acceptable driving record according to Town criteria. Ability to obtain other maintenance certifications as required.