

WEBB COUNTY  
JOB DESCRIPTION

CERTIFIED

JAN 15 2015

By Webb County  
Civil Service Commission

TITLE: MAINTENANCE SUPERVISOR  
DEPARTMENT: UTILITIES  
SLOT NUMBER: 2872  
REVISION DATE: January 15, 2015

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**JOB SUMMARY:**

Oversees and or performs skilled work in mechanical trades to repair, renovate or remodel water and wastewater facilities and equipment in the Water Treatment, Wastewater Treatment, Distribution System, and Collection Systems.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work is performed under general supervision with considerable latitude for the exercise of independent judgment. Provide direct supervision and assistance for the general maintenance of the Wastewater and Water Treatment Plant Systems.
- Analyze and evaluate operation and maintenance functions; initiate or recommend new or improved practices.
- Maintains and repairs and assigns the repair of malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
- Supervises and performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.
- Supervises and inspects and/or repairs chlorine machine and other water treatment equipment, pumping stations, wells, meters, and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly.
- Insures and plans the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment. Performs all duties in conformance to appropriate safety and security standards.
- Supervises and performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling. Make water service connections to water mains, including line tapping and valve installing. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services and fire hydrants.
- Assigns and assists in shutting off broken sections of water mains.
- Assigns and assists in meter reading and closing and opening services.

**ACKNOWLEDGEMENT:**

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee Signature

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Supervisor Signature

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Printed Name

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Printed Name

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