

BANGOR WATER

POSITION DESCRIPTION

JOB TITLE: Construction Supervisor

DEPT: Construction

JOB TYPE: Full-time employee, Salary

GENERAL DESCRIPTION: Under the direction of the General Manager, schedules and supervises the daily assignments of the construction crew, and assists in the planning of District distribution infrastructure maintenance programs. Participates in field work as needed.

DUTIES:

Supervises proper installation, maintenance and repair of water mains, domestic and fire services, valves and hydrants. Oversees removal of snow from District facilities including hydrants. Directs the detection and repair of water leaks of service and main lines, the flushing of main lines, and related tests to determine water pressures.

Monitors and ensures the District's compliance with Dig Safe requirements and Department of Labor regulations as they pertain to construction activities. Ensures, implements, and enforces approved safety requirements, disinfection procedures, and District policies.

Manages the locates of District facilities for other agencies, plans construction work and techniques; obtains necessary permits, and contacts other utilities. Maintains computerized record-keeping system and GIS relating to construction activities including job orders. Prepares and submits all required reports and documents, including billing information to District business office.

Trains, evaluates, supervises, assigns, and directs daily activities of construction department staff ensuring proper completion of assigned tasks and offering technical assistance as needed. Coordinates with other District department heads to ensure appropriate cross-training and staffing. Conducts performance evaluations on department employees. Ensures District policies and procedures are followed, and is responsible for corrective action.

Schedules and assigns District vehicles and construction equipment for construction personnel. Ensures assigned vehicles, equipment and facility areas are inspected and maintained as needed.

Understands and uses District maps, GIS and service records; reads and understands blueprints, and evaluates construction projects for design requirements. Advises District management on distribution planning relating to infrastructure replacement and maintenance. Recommends changes in policies and procedures to the General Manager, and implements those approved.

Manages the District's construction materials' inventory system. Ensures proper inventory levels are maintained and purchases inventory as needed. Ensures accurate paper and electronic inventory of supplies and materials, including pipes, valves, hydrants, fittings, etc. Authorizes and processes purchase requisitions, assuring cost effective purchasing of supplies and materials – up to approved level. Prepares and submits department budget.

Ensures preparation of daily reports to include work assignments, hours worked, construction crew absences, and supply requisitions. Schedules overtime for construction crews as required. Ensures review and completion of payroll documents.

Ensures that required personnel maintain airport IDs.

Responds to customer's questions, problems, and concerns as related to District projects and procedures.

Serves as management personnel assigned to weekly on-call duty. Responds for emergency duty as required.

Attends safety, training, and other department meetings as required.

Performs related duties as required.

REQUIREMENTS:

Education: 2-year degree construction-related discipline preferred; high school diploma or equivalent required.

Experience: Demonstrated supervisory or management experience. Three to five years of progressively responsible experience in the building/construction trades. Five years construction experience in a water or wastewater distribution system is preferred.

Licenses: Possess or obtain within two years of hire a State of Maine operator licenses for a Class III Water Treatment and a Class III Distribution System and a Maine Class A driver's license within 18 months of hire.

Skills and Knowledge: Extensive knowledge of piping/plumbing systems and applied water hydraulics.

Demonstrated computer proficiency at operating PC/server-based systems. Ability to use electronic devices related to the department. Familiarity with electronic databases, spreadsheets and GIS.

Obtain entry clearance for facilities served by the District including airport access, and be insurable by the District's carrier(s) for all required duties.

RESPONSIBILITIES:

Schedules and supervises daily activities of construction and assigned personnel. Assists in planning and execution of District construction and maintenance programs. Works independently within scope of authority, using established policies and procedures to complete tasks. Refers to senior management for exceptions. Acts independently and responds to press/public inquiries in emergency situations.

Utilizes generally accepted practices of purchasing and controlling construction materials and supplies within guidelines dictated by the Maine Public Utilities Commission, District auditors, and in-house standards and procedures required by District Finance Manager or General Manager.

Develops and obtains competitive pricing in purchasing activities by developing, issuing and analyzing bid quotations and proposals. Makes reasoned recommendations to senior management on award of purchases.

Responsible for the management of the District's inventory system of water piping supplies and materials used for the repair and installation of the transmission and distribution piping system (not including meters).

PERSONAL WORK RELATIONSHIPS:

Supervises: Crew Supervisors, Heavy Equipment Operators, and Utility Workers.

Reports to: General Manager

Maintains contact with supervisors, co-workers, vendors, customers, contractors, representatives of other utilities and governmental jurisdictions, and members of the general public.

WORK ENVIRONMENT:

Work location: 614 State St., Bangor, ME.

Performs the majority of duties in office and field setting and is periodically exposed to varying weather conditions and equipment when performing some duties.

May be exposed to cold and wet weather, noise, dirt, dust and vehicle fumes on job sites. Safety precautions must be used at all times to prevent injury to self and others.

ADDITIONAL JOB REQUIREMENTS:

Ability to: perform manual labor; operate various small hand and power tools; legally operate District vehicles and heavy equipment including those requiring Maine Class A driver's license; work in accordance with the District's safety program, including in confined spaces; respond to emergencies at all hours and in all weather conditions; ability to lift 50 lbs.; learn and perform CPR and First Aid; live within 30 miles of the Bangor city limits; serve on management weekly on-call rotation; and communicate with co-workers, vendors, and members of the public in a courteous and effective manner.