MARK R. JOHNSON
Mayor

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TOP WORK PLACES 2015 - 2019
– 5 YEAR WINNER –

Assistant Sewer Supervisor

Position #: 511
Work Location: Public Works
Reports To: Sewer Supervisor
Rate of Pay: $24.00 - $27.00/hour
Full Time, Non-Exempt position. Eligible for Overtime

City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and customers.

General Job Description:

To administer, operate, maintain and monitor all systems pertinent to their respective department. Responsible for leading and managing their respective crew of employees in accordance with our City Handbook and laws. This position requires the individual to work directly with their crew in the outside elements.

Essential Functions:

- Oversee department crew
- Ensure all safety guidelines are maintained and/or notify proper authorities if harmful detection is found
- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Performance manage their team of employees to meet City guidelines
- Operate jet machines, vacuum truck, lift stations, excavator, etc. to locations as needed
- Assist in conducting road cut repairs, repairing lift stations and sewer lines
- Responsible for the maintenance and cleaning of manholes and gravity lines
- Maintain and repair any and all malfunctioning equipment at the direction of supervision
- Analyze situations and conduct repairs in timely manner and by deadline based on supervisor direction
- On Call, defined as availability 24 hours a day, 7 days a week
- Willingness to obtain proper certification relative to one's current position
- Maintain sewer collection system ensuring compliance with State and Federal Environmental Protection Limits
- Read and interpret meters and gauges in collection system, adjust controls as needed.

- Activates pumps, valves and other processing equipment to move water through the wastewater collection system.
- Assist with problems and complaints
- Perform other duties as assigned by the director and assistant director

Qualifications:

- High school graduate or equivalent
- Must possess valid Louisiana driver's license
- Must hold a Class I Wastewater Operator license and present certificate with application
- Basic verbal and better than average writing skills
- Knowledge of all city service lines
- Must be highly organized

PHYSICAL REQUIREMENTS (WITH OR WITHOUT ACCOMODATION):

- Ability to dig with a shovel or use a rake for at least one uninterrupted hour
- Ability to reach overhead, in front and downward
- Ability to lift and carry and load onto a truck or trailer the equivalent of 80-100lb. bag of cement or sand
- Ability to carry and lift overhead so as to put in a dumpster, the equivalent of a full yard size trash bag weighing up to 40lbs.
- Ability to use hand tools such as hammer, screwdrivers, pliers, wrenches, etc.
- Ability to operate power tools such as drill, saws, limb trimmers, etc.
- Ability to sit on and ride/operate a tractor, backhoe, mower, grader, truck, forklift, excavator, for two continuous hours
- Ability to carry and operate gas powered leaf blowers, weed trimmer, and edger
- Ability to load equipment such as tractors, backhoes, excavators, mowers, dozers, graders, onto trucks and trailers
- Ability to lift, pull and twist electric cord and hoses for distance of 100 feet.
- Ability to handwrite
- Ability to verbally communicate
- Ability to ascend and descend a 10 foot ladder and perform jobs while on the ladder such as changing light bulbs, repairing or installing water and sewer lines and drain lines
- Ability to stoop to read meters, repairs or install water and sewer lines and drain lines
- Ability to pull the sewer hose for 100 feet.
- Ability to lift 90-120 pounds of pipe to shoulder level
- Must be able to work in small tight areas such as manholes

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.

To apply for this position, please visit our website at www.covla.com and complete an application for employment, which can be found under the Human Resources section.