



DEPARTMENT OF

# WATER WORKS

## Utility Section Chief

**Salary:** \$56,510

**Type:** Full Time

**Benefits:** Full Benefits

**Closing Date:** Open until filled

### About Water Works

The Department of Water Works is responsible for the City water and wastewater systems and treatment facilities. The Department has two Divisions, Water and Wastewater, with a total staff of 50 professionals. The Department is responsible for the treatment and delivery of potable water to City homes and businesses, storage of water and maintenance of a network of piping, valves, and hydrants for fire protection, collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

### Profile

Under the general supervision of the assigned supervisor, this advanced-level, supervisory position performs skilled work associated with the repair and maintenance of the water, sewer and storm drain systems. This work includes, but is not limited to the installation and repair of water/sewer taps, emergency and routine system repairs, locating water/sewer lines, fire hydrant flushing and maintenance, valve exercise and maintenance/repair, cleaning and maintaining sewer lines, utility rights-of-way maintenance including mowing, and operating various types of heavy equipment and pumps. Duties involve exposure to adverse working conditions and occasional adverse weather conditions.

### Preferred Education

High School Diploma or GED

### Preferred Experience

Eight years of field experience in plumbing, water and sewer operations, maintenance, or construction.

### Requirements/Certifications

Valid Driver's License.  
Class B CDL license.  
Maryland Water Distribution (D1) Certification.  
Maryland Wastewater Collection (C2) Certification.

### How to Apply

**1 Visit [salisbury.md/apply](http://salisbury.md/apply)**

**2 Submit City application, cover letter, and resume**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

# City of Salisbury, MD

## Classification Description

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Classification Title: Utility Section Chief

Grade: M3

Department: Water Works – Utilities

FLSA Status: NE

Date: 4/1/2024

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**Position Profile:** Under the general supervision of the assigned supervisor, this advanced-level, supervisory position performs skilled work associated with the repair and maintenance of the water, sewer and storm drain systems. This work includes, but is not limited to the installation and repair of water/sewer taps, emergency and routine system repairs, locating water/sewer lines, fire hydrant flushing and maintenance, valve exercise and maintenance/repair, cleaning and maintaining sewer lines, utility rights-of-way maintenance including mowing, and operating various types of heavy equipment and pumps. Duties involve exposure to adverse working conditions and occasional adverse weather conditions.

### **Duties and Responsibilities**

**Administrative Planning/Task Completion:** Holds self-accountable for assigned responsibilities; sees task through to completion in a timely manner.

- Installs, inspects, repairs and maintains of all aspects of the water main system, the storm drain system, and the sanitary sewer system.
- Operates heavy equipment and machinery, including but not limited to dump truck, vacuum truck, backhoe, air compressor, pneumatic tools, jumping jacks, vibratory plates, utility saws/floor saws, gas and air powered pumps, various hand tools, hand operated chain cutters, CCTV inspection equipment, electronic locating equipment, vacuum/hydraulic jetter, and water main tapping machines.
- Serves as lead worker on assigned crew; directs work of assigned crew; ensures work is performed to construction standards; and ensures assigned crew adheres to applicable safety precautions and regulations.
- Responds to trouble calls regarding leaks, breaks, low pressure, and water quality/clarity; locates sewer and water lines; repairs waterline leaks/breaks and sewer line stoppages and inspects line for trouble; digs up and repairs asphalt and concrete, as necessary.
- Oversees installation of pipes and fittings into excavated ditch; bores under roads to install pipes; operates backhoe and trenching machine.
- Exercises fire hydrants, valves, and air release valves to ensure proper functioning of water and wastewater systems.
- Operates sewer cleaning machines and vehicles; performs sewer cleaning operations.
- Responds to after-hours calls on nights, weekends, and holidays.

- Performs general and preventive maintenance of equipment.
- Performs general maintenance of utility building and grounds, including mowing lawn and landscaping duties.
- Performs routine maintenance of job sites, vehicles, tools and equipment; calibrates equipment; sets up and breaks down work zone and related equipment; monitors safety of work spaces; determines need for and sets up traffic control measures.
- Collects, prepares and enters system data; logs work activities; updates maps; maintains records, files and work-related documentation.
- Responds to customer inquiries and concerns; meets with customers and contractors regarding repair, installation and maintenance work; assists in providing solutions to issues and concerns.
- Monitors supplies and equipment inventory; initiates requests for required parts, tools and materials.
- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.
- Supervises utility crew in absence of foreperson.

**Skills Proficiency/Technical:** Skillful in tools, hardware, software, and equipment.

- Knowledge of City of Salisbury's policies and procedures.
- Accurately read and interpret safety rules, operating and maintenance instructions and procedure manuals.
- Safely operate vehicles, tools and equipment.
- Accurately follow written and oral instructions.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.
- Ability to add, subtract, multiply and divide.
- Ability to utilize a variety of manual and power equipment.
- Ability to work independently and complete daily activities according to work schedules.
- Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions.
- Act as a representative of City of Salisbury to the public.
- Effectively and efficiently report and communicate information.
- Effectively and efficiently prepare, organize and track information.
- Ability to work with team members in a manner conducive to full performance and high morale.

**Leadership/Team Player:** Maintains working relationships with Supervisors and Department staff. Serves as lead worker on assigned crew.

- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.
- Ability to work independently and complete daily activities according to work schedules.

- Ability to work with team members in a manner conducive to full performance and high morale.
- Serves as lead worker on assigned crew; directs work of assigned crew; ensures work is performed to construction standards; and ensures assigned crew adheres to applicable safety precautions and regulations.
- Supervises utility crew in absence of foreperson.
- Responds to after-hours calls on nights, weekends, and holidays.

**Stewardship/Resources:** Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness.
- Maintains various reports and documents.
- Knowledge of purchasing rules and regulations.
- Maintains working relationship with vendors.

**Professional Development:** Participate in opportunities to earn or maintain professional credentials and certifications.

- Continue to attend relevant meetings and trainings.
- Keeps abreast of new processes and equipment by reading articles, directives, operations notes and attending meeting, seminars and workshops.

#### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

#### **Education and Experience**

- High School Diploma or GED
- Eight years of experience in plumbing, water and sewer operation, maintenance, or construction
- Valid Driver's License
- Class B CDL driver's license with tanker and airbrake endorsements
- CPR Certified
- Flagger certification
- MDOT SHA Traffic Manager Certification
- State of Maryland Water Distribution (D1) Operator
- State of Maryland Wastewater Collection (C2) Operator certificate.

### **Physical Requirements**

- Work requires occasional physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.
  - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.