

*CLASS SPECIFICATION FOR*  
**Utility Superintendent I**

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**GENERAL STATEMENT OF DUTIES:** Performs supervisory and technical work in construction, operation and/or maintenance in the Department of Public Utilities; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible supervisory and administrative work supervising several crews in the operation and maintenance of the water distribution system, the sewer collection system, water and sewer pumping system, solid waste collection, and/or solid waste disposal. This class maintains a continuous check on operating efficiency and is responsible for the development of improved methods and techniques. Work is performed under the general supervision of a Utility Superintendent II.

**EXAMPLES OF WORK** (illustrative only):

- Assigns and supervises the maintenance and construction work of the sewer and water lines through subordinate foremen;
- Assigns and supervises the installation of water and sewer services or meters;
- Arranges for delivery of materials, supplies and equipment to work sites;
- Confers with foremen and lead workers regarding field problems;
- Reviews time reports and foreman reports on work progress;
- Maintains records and prepares reports;
- Supervises Meter Readers and Meter Service Workers in the field;
- Maintains required water levels in County water storage tanks;
- Stops and starts pumps and motors to ascertain if properly functioning;
- Cleans, maintains and makes repairs on motors, pumps and other equipment;
- Reads meters and keeps records of reading at County pumping stations;
- Performs maintenance tasks beyond abilities of Plant Operators;
- Supervises foremen in spreading and compacting solid waste;
- Supervises Equipment Operators in grading and stockpiling dirt;
- Checks grades and plans work;
- Supervises operators' care of equipment;
- Supervises foremen in the collection of solid waste;
- Assures that equipment is properly repaired and operational;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and skill in the operation and maintenance of pumping equipment and electric motors and/or of the types and uses of utility equipment used in water and sewer construction and/or of meters and meter services and/or of heavy construction equipment, grading, compacting, and drainage; considerable knowledge of the occupational hazards of and safety precautions for the work; ability to supervise the work of others; ability to use and instruct others in the use of standard tools used in the assigned area; ability to check mechanical equipment and to detect flaws or defects in operation; ability to communicate effectively both orally and in writing; physical condition that will permit activities including, but not limited to, lifting, driving and working under adverse temperatures and/or weather conditions.

## Utility Superintendent I (continued)

**MINIMUM EDUCATION AND TRAINING:** Graduation from high school, preferably supplemented by college training in engineering, and two (2) years of work experience of an increasingly responsible nature in the utility area of assignment, preferably including one (1) year of supervisory experience; OR, any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

CJ31  
Revised 04/02/03  
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.