



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES OFFICE

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www.bethlehem-pa.gov

Utility Maintenance Supervisor

Department: Water & Sewer Resources
Type of Position: Full-Time, non-union
Salary/Pay Rate: \$62,014.37 – \$86,735.55 per year
Deadline to Apply: July 15, 2019

MINIMUM QUALIFICATIONS: High school diploma or G.E.D. Minimum of 3 years of supervisor experience in utility maintenance field.

REQUIREMENTS: Must pass a criminal background investigation, pre-employment physical, and drug test. Must possess a valid driver's license. Must possess PaDEP certification in both water distribution and wastewater collection systems; candidates not in possession of certification must obtain certification within 2 years of date of hire. Ability to safely navigate work areas and confined spaces. Must be able to work outdoors in all weather conditions and work non-standard hours during emergencies.

NATURE OF WORK PERFORMED: This is a professional, responsible position that oversees the work of crews of maintenance workers in the operation and maintenance of water distribution and sanitary sewer collection systems. Work is performed under supervision of the Superintendent of Utility Maintenance.

EXAMPLES OF WORK PERFORMED: Participates in the safe, efficient operation of the water distribution and wastewater collection systems in accordance with state and federal regulations; plans and supervises all preventative maintenance activities of the water distribution and wastewater collection systems, including: water distribution leak detection program, hydrant maintenance program, distribution system flushing program, and water distribution system valve exercising program. Participates in stand-by rotation and provides guidance to crews.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Strong leadership skills with a demonstrated ability to effectively manage employees; working knowledge of principles and equipment related to water and wastewater system operation and maintenance; thorough knowledge of workplace safety rules and state/federal drinking water/wastewater regulations; strong ability to read and understand plans, schematics and equipment documentation; proficient use of computers including Microsoft Office suite of programs, GIS software, New World, and Inframap software; ability to operate rodding, flushing, and TV inspection equipment and all leak detection equipment; ability to operate GPS equipment for locating appurtenances; good knowledge of hydraulic principles related to water and wastewater systems; and strong communication, problem solving and conflict resolution skills.

HOW TO APPLY: Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to jobs@bethlehem-pa.gov of City of Bethlehem, Human Resources, 10 E. Church St, Bethlehem, PA 18018 by July 15, 2019. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.