

Water Systems Supervisor

DEPT: Water Systems
DIV:
DATE: March 2021

FLSA: Non-Exempt
EEOC: Skilled Craft



POSITION SUMMARY

Performs a variety of “unrestricted” **field supervisory and journey level skilled duties for an assigned division** related to the construction, installation, maintenance and repair of city water, irrigation, storm drain or wastewater systems. Acts as the operations Direct Responsible Charge (DRC).

SUPERVISION RECEIVED

Works under general supervision of the Water Systems Manager.

SUPERVISION EXERCISED

Provides close to general supervision to Water Systems Operator IV, III, II and I while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Field Supervision: Performs as project foreman; receives work assignments from the department Manager; delegates work assignments; oversees work quality and assures timely completion of assigned projects; determines needed materials and equipment; coordinates efforts with other department divisions; makes field decisions as needed to remedy problems and emergencies; manages interactions with public; conducts field training as needed to enhance crew efficiency and effectiveness.

Performs project inspections to assure compliance with established installation standards; assures against cross connections; conducts compaction testing; conducts ultra sound testing as needed to locate leaks and related problems; monitors contractor work projects and inspects the same; assists to monitor division supplies; conducts inventory of parts and equipment; reports results to supervisor.

Water Systems Operations: Works closely with department manager to coordinate water supply in an effort to meet user and emergency demands; monitors source volumes and inspects sources pumping and chlorinating stations; works closely with compliance division regarding water sampling and compliance to government agencies. Other duties require system monitoring to maintain a constant and healthful chlorine residual throughout the culinary distribution system.

Supervises the operations of the culinary and pressurized irrigation system; oversees and coordinates city-wide fire hydrant testing program; ensures effective cooperation with Fire Department personnel as needed to perform required tests and generate related compliance reports.

Supervises operations of irrigation ditches; laying pipe; building head gates; preparing and maintaining water flow schedules; confers with other water agencies; assists in construction and repair of head gate and diversion structures to control irrigation system water flow.

Works on installation, maintenance and operation of telemetering equipment and deep well pumps; assists to design pump houses; oversees and participates in the maintenance of culinary wells and pumps; assists in the design of pump houses; monitors inventory of all culinary and irrigation repair parts; oversees and performs in the maintenance of culinary wells and pumps; inventories water & irrigation repair parts.

Water Systems Maintenance: Supervises and participates in the work of the maintenance and repair crew engaged in installation, maintenance and repairs of water mains; chlorination stations, service line; fire hydrants; valves and related structure; instructs and advises subordinate works; organizes crew and equipment each day according to daily work orders; oversees installation and maintenance of chlorination stations.

Operates backhoe and front end loader in digging and filling trenches for laying and repair of water lines. Works on installation; maintenance and operation of telemetering equipment and deep well pumps, in conjunction with the Water Systems Operations division.

Meter & Water Quality Systems:

Supervises the installation and replacement of water metering systems for the Culinary and Pressurized Irrigation systems. Work closely with the billing department to ensure the timely and accurate collection of water usage data in order to bill the end users on their monthly usage of the water systems. Ensure the accuracy of the wholesale and retail meters through regular inspection and testing of the meters and telemetry systems.

Supervises water sampling and delivery to county health for analysis; monitoring of chlorine levels; testing water using DPD

tester to assure proper chlorine residual levels; reading water flow meter, chlorine pound per day gauge; calculation of chlorine dosage and making proper adjustments.

Supervises the development and implementation of the cross-connection and back flow program, as mandated by State and Federal regulatory agencies; assist in the development of a running inventory of backflow prevention assemblies and devices with the city. Oversees the maintenance of records of each operating test of every assembly and device as well as maintenance and repair records. Communicates verbally and in writing with water system users to insure compliance with cross-connection control program standards, including annual testing requirements. Inspects existing and new facilities both commercial and residential for potential cross connection, approves preventative measures

Storm Drain System: Assists in all activities of the Storm Water Services and utilities including, construction contract administration and quality control, system operations maintenance and emergency response, and administer specific projects as required; aids and gives support with the design of storm drain capital projects, help in the preparation of plans and specifications, assist in feasibility studies and cost estimates; Oversees the SWPPP inspectors to ensure they inspect all SWPPP construction sites as mandated by the MS4 permit through the state; assist preparing state reports on the storm water system as needed.

Assists in the planning and participates in the development of storm water management programs and projects within the general policy guidelines of the city; creates and maintains records, files and reports including utility master account and storm drain system inventory, mediates and resolves problems between public, contractors and staff.

Wastewater System: Schedules and organizes work of crews and manages the resources to the operation and maintenance of system equipment to correct structural deficiencies, eliminating infiltration and stoppages of wastewater mains, plans and schedules power rodding, jet hydraulic cleaning, television inspections, manhole ring and cover adjustments and replacements, etc.; inspects work after installation maintains all collection systems, lifts, stations, wet wells, pumps, and chemical dosage equipment; insures a comprehensive program of preventative maintenance.

Performs daily maintenance and repair of equipment used; operate and supervises operation of jet truck, power rodder, root cutter and other equipment; supervises the repair and rebuilding of manholes, and the repair of wastewater mains or replacement of covers; operate metal detector to locate concealed manholes and raise to grade for street overlays.

Maintains accurate record of work performed and equipment maintenance; advises the public and others of problems or work status on specific projects; makes recommendations as needed. Keeps maintenance and annual safety training records; deals with the public; mediates complaints and resolves operation problems with the assistance of the department supervisor.

Performs wastewater collection system installation, maintenance, and repairs; operates a variety of hand or power equipment, including tapping machine, jack hammer, compactor, rodding machine, etc.; installs new wastewater mains; taps mains to make service connections; repairs leaks in wastewater system(s).

Operates television viewing and inspection equipment to detect wastewater line leaks obstructions; sets up power equipment; performs maintenance and repairs of specialty equipment; operates jet cleaning unit to clean ditches and culverts; performs dye testing to deter origins of problems; performs maintenance and repairs of electrical parts on TV truck.

Performs related duties as required.

Inspections: Reviews construction drawings and participates in the Development Review Committee (DRC). Schedules and organizes work of all inspectors and GIS Coordinator. Participates in insuring quality control inspection on public service projects and makes visual inspections of workmanship; accurately test material to determine contractors' compliance with plans and specifications. Monitors construction in progress to insure conformance with material requirements and that samples are obtained; compiles data on construction items including main line measurements; valves; tees; plugs; blocking; manhole laterals, water and service locations, etc.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus level "IV" Water Distribution Operator Certification; or level IV Wastewater Collections certification;

AND

- B. Eight (8) years' experience in operation, construction, maintenance or repair of various water systems;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; hazards common to heavy equipment operation; drain system construction methods etc.; water supply and distribution systems; construction requirements for water distribution and pumping systems; hazards associated with water treatment chemicals; wastewater line chemical cleaning procedures and associated hazards; state or federal regulations governing installation and maintenance of water systems; water quality laws; interpersonal communication skills.

Working knowledge of principles of supervision.

Ability to operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. Special Qualifications:

Must possess a class IV Water System Operator certification for Water Systems Operations & Maintenance, or a class IV Wastewater Collections certification for Wastewater System & Storm Drain System. Must possess a valid commercial driver's license. Must be confined space certified. Must be able to lift 50-75 pounds. Must be willing to work on-call duty and 24 hour standby. Must possess related certifications according to division supervisory assignment, i.e., Registered Storm Drain Inspector (RSI). May be required to be or become an Erosion Control Supervisor (ECS). May be required to obtain Cross Connection Control Program Administrator Certification.

4. Work Environment:

Employees in this position normally work in an outdoor environment, subject to changing and seasonal weather extremes. Frequently, tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting; daily potential for hazardous exposure to electrical shock, industrial wastes and raw sewage (containing pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc.); daily exposure to moving parts and equipment such as pumps, motors, heavy equipment, etc.; daily or regular exposure to traffic hazards working in the public right-of-way; daily or regular exposure to hazards associated with confined space operations. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)