

Metering and Water Quality Systems Supervisor

DEPT: Public Works
DIV: Water
DATE: June 2024

FLSA: Non-Exempt
EEOC: Technicians



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

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

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 State of Utah Water Distribution Operator IV certification or Wastewater Collections Operator IV certification. Must have or obtain Cross Connection Program Administrator Certification. 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).

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)