



## **JOB DESCRIPTION**

Title: **WATER CONSTRUCTION SUPERVISOR**

Department: Public Works/Water

Class Code: 7460

FLSA Status: Non-Exempt

Effective Date: July 1, 2016

### **GENERAL PURPOSE**

Under the general supervision of the Water Superintendent, performs the following activities to ensure compliance with local, State and Federal regulations dealing with the distribution, construction, repair and a variety of technical tasks relative to the assigned areas of responsibility.

### **EXAMPLE OF DUTIES**

- \*-- Directs the day to day operations and maintenance of the water system including directing the work activities of the leadworkers and their crews; makes sure the crews are properly equipped to perform jobs safely; makes final approval and accuracy checks on all projects completed.
- \*-- May make final decisions in the absence of the Water Superintendent.
- \*-- Assists in selection, training, evaluation of full time and part time employees; supervises, motivates and assists in disciplining employees.
- \*-- Coordinates workload of crews; prioritizes job assignments; generates work orders, keeps records and develops reports of work activities.
- \*-- Assigns daily work to water crews and monitors the progress of each work assignment.
- \*-- Deals with difficult and complex work in the area of equipment operation and maintenance; makes sure that all equipment is in proper operating condition.
- \*-- Assists Fleet Manager in writing specifications for new equipment.
- \*-- May operate various types of heavy and/or complex equipment on various projects.
- \*-- Responsible for overall field maintenance decisions that arise through unusual situations.

- \*-- Assists in snow removal and flood control as needed.
- \*-- Coordinates with the Engineering and Street Departments for the replacement of water mains.
- \*-- Responds to citizen complaints, questions, and inquiries related to the construction, repair and maintenance of the water system.
- \*-- Inventories and purchases construction materials and equipment.
- \*-- Responds to emergency situations regarding the water system and assists other departments as requested.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- High School diploma or equivalent required.
- Five (5) years of experience in water construction, maintenance and equipment operation, at least two (2) of those years must have been in supervisory capacity, or any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Class A Utah Commercial Driver's License, with a tanker endorsement.
- On call status required.
- Must possess a State of Utah, Water Distribution Operator, Grade IV, un-restricted certification.
- May perform duties on trouble truck and must be generally available and able to respond to emergency "call outs" within 30 minutes at any time of day, year-round, regardless of weather conditions.

### Necessary Knowledge, Skills and Abilities

- Thorough knowledge of equipment operating principles and procedures; thorough knowledge of related maintenance operations; thorough knowledge of the specific job related hazards and OSHA safety standards; knowledge of EPA water standards and other related state and federal water system operation regulations.

- Knowledge of principles of management and supervision; necessary understanding of various computer programs such as; Microsoft XL, Word and Power Point, City Works and computerized water system Supervisory Controls (SCADA). Ability to understand and use communication devices such as cell phones and radios.
- Knowledge of water supply and distribution; knowledge of construction requirements for water and sewer pipe installation and repair.
- Ability to follow and teach standard safety practices and procedures common to equipment operation and maintenance work. Ability to create effective working relationships with employees, other departments and the general public; ability to effectively motivate employees to work; ability to read and understand grades on survey stakes and maps.

### **TOOLS & EQUIPMENT USED**

- May include knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, track hoe, backhoe, loader, bob cat, hydro excavator, hydra hammer, valve actuator, manlift, tampers, plate compactor, saws, pumps, compressors, generators, trencher, snow plows, common hand and power tools, shovels, wrenches; radio, phone, personal computer including word processing and other software; copy and fax machine OR lawn and landscaping equipment, including tractors, mowers, chainsaw, edgers, weed trimmers, electronic motors, sprinklers, irrigation systems; miscellaneous hand and power tool, chlorination equipment, valves filtration equipment and gauges, etc.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.
  
- The noise level in the work environment is usually loud.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.