

Position: Supervisor of Water and Sewer

Job Summary:

The Supervisor of the City Water Distribution and Sewer Collection System is responsible for overseeing the daily operations and maintenance of the water distribution and sewer collection system. The Supervisor will be responsible for ensuring compliance with safety regulations, managing staff, and coordinating with other departments. This position reports to and receives work direction from the Superintendent of Water and Sewer.

Responsiveness to water and sewer emergencies and is available for “on call” status 24 hours a day, seven days a week.

Key Responsibilities:

- Oversee the daily operations of the water distribution and sewer collection system.
- Manage and supervise a team of staff, including assigning work, providing comprehensive training, and conducting performance evaluations.
- Ensure strict adherence to safety regulations and procedures, encompassing confined space entry, trench shoring, and appropriate utilization of personal protective equipment (PPE).
- Efficiently coordinate and collaborate with other departments to facilitate seamless operations and achieve organizational objectives.
- Develop and implement proactive preventative maintenance programs for the water distribution and wastewater collection systems.
- Conduct thorough inspections of the wastewater collection and water distribution system to identify leaks and promptly undertake necessary corrective measures.
- Supervise the removal of obstructions within the wastewater collection system and actively contribute to excavation, repair, and relay of water mains.
- Monitor and manage inventory levels for supplies and equipment, ensuring availability for uninterrupted operations.
- Prepare and maintain records and reports pertaining to the department's operations, ensuring accurate documentation.
- Contribute to the development and implementation of departmental policies and procedures, aligning them with organizational goals.
- Promptly respond to emergencies and other critical issues as needed, demonstrating effective crisis management skills.
- Address citizen inquiries and complaints in a timely and professional manner, ensuring a high level of customer service.
- Performs related duties as may be assigned.

Qualifications:

- A high school diploma or an equivalent qualification is a prerequisite. An associate or bachelor's degree in a related field is desirable.
- A minimum of 5 years of extensive experience in the field of water distribution and/or sewer collection systems is mandatory.
- A minimum of 5 years in a supervisory or managerial capacity is desired.
- Proficiency in the knowledge of safety regulations and procedures pertaining to water distribution and sewer collection systems is essential.
- Demonstrated ability to comprehend and interpret technical drawings and water and sewer plans is required.
- Strong leadership and exceptional communication skills are vital.
- Capable of strategic planning, training, organizing, and supervising the work of subordinates.
- Proficient in leading and coordinating routine as well as emergency repair and maintenance operations.
- Proficient in performing water main relay work and establishing temporary water service systems.
- Well-versed in fundamental computer skills and adept at utilizing software applications such as Microsoft Office, GIS, Cartograph Asset Management and Windows/iOS based operating systems.
- Technical ability to learn, operate and troubleshoot various complex computer software and electronic equipment.
- Exhibit exceptional communication skills by effectively conveying information in a clear and concise manner, both verbally and in written form.

License Requirements:

- D3 Full Operator Status at the time of employment.
- Valid CDL Class B driver's license required.
- Hoisting 2A – Excavators, Front-End Loaders/Backhoes, and Unloaders. May obtain after hire.
1C – Telescoping Booms without Cables, and Forklifts.

Physical and Environmental Expectations:

May Perform physically demanding manual work including lifting, pushing, or pulling heavy objects; shoveling, raking and standing on ladders; climbing, standing and walking for sustained periods of time; and operating, repairing and maintaining water supply and wastewater collections systems. Subject to adverse weather conditions and hazards associated with the operation of water supply and wastewater collections. Routinely lift and handle weights up to 50 pounds.

