



HUMAN RESOURCES DEPARTMENT
POSITION DESCRIPTION

TITLE: Utility Operations Supervisor **LAST UPDATED:** January 19, 2016
DEPARTMENT: Public Works **JOB CLASS:**
REPORTS TO: Utility Operations Superintendent **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Utility Operations Superintendent, oversees and supervises the repair, maintenance and replacement of water, wastewater, reuse pump stations, elevated storage tanks, and transfer valve. Supervises assigned crew leaders and maintenance workers of the Public Works Department.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Supervises the daily maintenance and repair of water, wastewater, reuse pump stations, elevated storage tanks, and transfer valve.
- Prioritizes and assigns work orders to Crew Leaders to perform preventative maintenance, upgrades, and repairs of the water, wastewater, reuse pump stations, elevated storage tanks, and transfer valve.
- Monitors crew leaders and maintenance workers on the use of proper safety equipment and safety procedures.
- Oversees crew work and clean up following projects including the repair or replacement of landscaping.
- Responds to inquiries and complaints from homeowners, homebuilders, contractors related to water, wastewater, reuse pump stations, elevated storage tanks, and transfer valve.
- Supervises and monitors the maintenance and repair of all equipment, tools and materials.
- Prepares orders and stocking of materials, supplies and equipment for large construction projects
- Responds to calls for technical or emergency assistance from crews.
- Provides technical or actual assistance in the operation of equipment and installation of water wastewater, reuse pumps and transfer valve.
- Prepares budget requests and monitors expenses.

Other Important Duties:

- Provides backup assistance, on-call coverage and support to other City departments as assigned.
- Prepares activity and project status reports.
- Travels to inspect work sites, motivate crewmembers, attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of water, wastewater, reuse pumping and transfer valve repair, replacement and maintenance regulations, codes, practices and procedures.

- Knowledge of the SCADA system and the operations of the HMI
- Knowledge of general construction practices and methods.
- Knowledge of heavy equipment and power tool operation and maintenance.
- Knowledge of occupational health and safety regulations and practices.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in locating, prioritizing and responding in water, wastewater, and reuse water operations emergencies.
- Skill in planning, coordinating and implementing multiple maintenance and repair projects.
- Skill in training, developing and motivating assigned staff.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** five (5) years water, sewer and heavy equipment operation experience, two (2) years of which is in a lead or supervisory role; **or** equivalent combination of education and experience.
- Must possess Water and Wastewater/Sewer Class C Licenses and the ability to obtain a Class B license.
- Must pass a pre-employment drug screen, criminal background, MVR check and physical agility test.
- Must possess State of Texas Class A CDL.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and treatment facility environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, kneeling and lifting such as repairing or replacing pumps, motors and lift station equipment and facilities.
- May be exposed to and/or operate heavy equipment and power tools in the maintenance, repair, or replacement of water and wastewater facilities and equipment.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air and water borne pathogens, snakes, insects, and wild life common to municipal water and sewer pump and lift station facilities and underground utilities.
- Must be able to lift up to 80 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, 2-way radio, cellular telephone, heavy equipment, power and hand tools, and department vehicles.

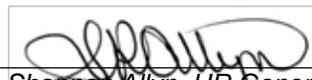
Approved By:

Signed by Kevin Grant, Assistant Director – Public Works

Kevin Grant, Assistant Director – Public Works

10/05/2015

Date



Shannon Allyn, HR Generalist

10/06/2015

Date