

Class Title: **Water Distribution Supervisor**

Department: Distribution

Supervisor: City Manager

Supervises: All employees assigned to Distribution Department

Class Characteristics: Under general direction, is responsible for the overall operation and maintenance of the distribution system; responsible for monitoring special projects related to distribution system; performs other duties as assigned.

General Duties and Responsibilities:

Essential:

- 1.Plans, organizes, directs, coordinates and evaluates all activities and programs of the department.
- 2.Establishes and implements standard operating procedures for distribution.
- 3.Insures that distribution operations are in compliance with established procedures and standards, and federal, state and local laws and administrative regulations.
- 4.Insures that distribution systems are operated and maintained in a safe and efficient manner; implements safety programs; insures that operators are trained on new equipment and facilities.
- 5.Implements preventative maintenance programs; insures that preventative maintenance programs are followed.
- 6.Supervises and evaluates departmental personnel; prepares work schedules, approves assignments, training and time-off.
- 7.Attends training programs as required; insures employees participate in programs for obtaining certification.
- 8.Assists with budget preparation; monitors departmental budget.
- 9.Develops specifications for new equipment; insures preparation of cost estimates for projects and purchases; responsible for special projects in department including facilities construction and repair, installation of new equipment and implementation of improvements in department
- 10.Prepare or insures the preparation and maintenance of required records and reports.
- 11.Insures that samples are collected, laboratory analyses are completed, adjustments are made as necessary, samples are forwarded as required on a timely basis, and accurate records and reports are prepared and maintained; insures calibration of equipment.
- 12.Orders chemicals, materials, supplies and spare parts.
- 13.Insures maintenance and cleanliness of distribution system and grounds.
- 14.Coordinates distribution system operation with other departments as required.
- 15.Serves as liaison with regulatory agencies and contractors; works with consultants, including engineers and chemists in developing specifications.
- 16.Attends meetings as representative of the organization when directed.
- 17.Attends staff meetings; reports on departmental activities.
- 18.Attends to consumer complaints or other problems.

MINIMUM QUALIFICATIONS

Training and Experience:

- 1.Graduation from high school or equivalent supplemented by work experience and education acceptable by the Kentucky Department of Natural Resources and Environment Protection Cabinet to possess and maintain Class III-D distribution certification.
- 2.Mechanical, electrical, plumbing training preferred. Experience in these areas is required.
- 3.Training or experience in personnel management preferred.

Special Knowledge, Skills and Abilities:

Knowledge:

- 1.Extensive knowledge of distribution system operations.
- 2.Extensive knowledge of federal, state and local regulations.
- 3.Extensive knowledge of functions, servicing and maintenance requirements of mechanical and electrical equipment and machinery.
- 4.Extensive knowledge of safety requirements.
- 5.Knowledge of mechanics, electrical, chemistry, physics, mathematics and engineering.
- 6.Knowledge of computers, spreadsheets and applicable software programs.
- 7.Knowledge of distribution system operation theory.
- 8.Knowledge of personnel management.

Skills:

- 1.Skills in dealing with subordinates and coworkers.
- 2.Skills in dealing with consumers and the general public while performing required duties.

Abilities:

- 1.Ability to supervise distribution operations in compliance with federal and state regulations and company policies and procedures.
- 2.Ability to detect mechanical flaws and make repairs to distribution system and equipment.
- 3.Ability to implement and insure compliance with preventative maintenance program.
- 4.Ability to supervise employees assigned to department; ability to evaluate employee performance.
- 5.Ability to conduct orientation and training programs for new employees.
- 6.Ability to prepare and maintain, and insure the preparation and maintenance of required records and reports.
- 7.Ability to establish and maintain effective working relationships with customers, officers, employees, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are very general; must use own judgement most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Required to report to utility management, Board, and regulatory agencies.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where applications of advanced or technical concepts are required.

Tool and / or Equipment Used:

- 1.Vehicle, hand-held computer, pipe wrench, hand pump, tube, small hand tools, safety equipment, radio, water valve wrench, valve key and meter box wrench.
- 2.Power tools, plumbing tools and electrical repair tools and equipment.
- 3.Personal computers including spreadsheets and word-processing.

Physical Demands of the Job: Work may be performed outdoors for extended periods of time during all weather conditions; requires sitting at desk with intermittent standing, kneeling, stooping and walking; lifting objects weighing more than 100 pounds is an accepted requirement of the job; exposed to high places, confined spaces, and must use stairs and ladders; must operate vehicle regardless of weather conditions.

Contacts: Public and internal contacts, including supervisors and employees from other departments, requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/Heavy

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements: Must possess and maintain Class III-D Distribution certification issued by Kentucky Division of Water before entering the class.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Exempt.