

Title: Water Distribution Supervisor
PG: 54
Status: Civil Service
Position Reports to: Water Distribution Manager
Department: Water Utilities

Class Code: 3080
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is supervisory work directing, planning, scheduling, and coordinating construction of the City's water distribution system. Work includes responsibility for maintaining water services to consumers through the supervision of personnel engaged in the construction, installation, maintenance and repair of water distribution system. Work also includes general administrative duties. Work is performed with considerable independence under the general direction of the manager who reviews performance.

ESSENTIAL FUNCTIONS:

General

1. Assigns, supervises, and inspects the work of employees.
2. Keeps abreast of current procedures and policies for the safety of personnel and the efficiency of operations.
3. Keeps necessary records; makes reports on work performed and materials used.
4. Ensures proper training of staff.
5. Makes customer contacts when necessary to minimize new service installation problems.
6. Assists in establishing and administering the budget.
7. Inspects site prior to design and makes recommendations, confers with foreman on special projects and problems and assists with possible solutions.

Construction & Maintenance

1. Supervises crews in the installation, maintenance, and repair of the water transmission and distribution system.
2. Ensures timeliness and accuracy of scheduled projects and effective operation of the work management system and reviews work management reports.
3. Works with customers, contractors, and engineering on problems, complaints and conditions pertaining to water distribution; consults with utilities on locations of lines prior to construction.
4. Directs personnel to inventory or expedites material and tool stocking for routine and specific requirements; compiles information on field work for office records; keeps necessary records; makes reports on work performed and materials used.

Water Service

1. Supervises and administers the repair, testing, and maintenance of all water meters and backflow prevention devices in the shop or field; organizes and assigns crews.
2. Maintains and supervises the maintenance of a complete water meter and backflow preventer record repair system; makes monthly and yearly reports for water meter and backflow preventer repair operations; keeps records on number of units set monthly.
3. Assists the Water Distribution Manager in the purchase of new water meters and related materials.
4. Works with plumbing inspectors on removing water meters for houses not meeting city code; investigates houses that are tied to city water and have private wells tied to same; investigates customer complaints regarding high bills and charges, customer credit on leaks, over-reads, and other adjustments.
5. Provides assistance in the cross-connection control program and selection of backflow prevention devices.
6. Inspects grove spray company equipment and equipment of others using city hydrants and issues use permits.

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7. Inspects new service installations, works with city and county plumbing inspectors on cross-connection control.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of the materials, methods, practices, and equipment used in the construction, maintenance, repair of water distribution system and testing of water meter and backflow devices.
2. Ability to use positive interpersonal skills in working with supervisors, subordinates, and the public.
3. Ability to plan, lay out, and supervise varied labor operations.
4. Ability to establish and maintain effective working relationships with co-workers, other City employees, and the general public.
5. Ability to keep records and prepare reports.
6. Knowledge of the principles and practices of civil engineering as applied to water construction, maintenance, and repair.
7. Thorough knowledge of the design, principles and specific mechanisms of various types of water meters, backflow devices, and pressure control valves.
8. Ability to diagnose defects in water metering equipment, backflow devices, and pressure control valves to determine proper corrective measures.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Six (6) years of combined experience in the installation, repair, and maintenance of a Water Distribution system and in the service, repair and testing of water meters and backflow devices.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Commercial driver's license. The employing department will indicate which class of license is required and which endorsements, if any.
2. Must maintain a valid telephone number.
3. Must possess a Water Distribution Technician Class "C" certification or be able to obtain certification within one (1) year of employment.
4. Must possess an Asbestos Abatement Supervisor certification from an EPA approved training course or obtain within one (1) year of employment.

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6. May be required to pass and maintain qualification for:
 - a. Respiratory Protection Physical
 - b. Pulmonary Function
 - c. Qualitative and Quantitative Fit Test(s)
7. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.