

OPERATIONS SUPERVISOR – WATER/SEWER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under general direction of the Utilities Manager, to supervise and coordinate the operation and maintenance of the City's water system and sewer collection system, including the City's Water Treatment Plant and watershed; directly oversee those responsible for the operation and maintenance of the water and sewer collection systems; to ensure compliance with State and Federal water quality regulations; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Utilities Manager.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Coordinate the organization, staffing and operational activities for the operation and maintenance of the City's water treatment, storage and distribution systems, and sewer collection systems, including the City's extensive STEP system.

Participate in the development and implementation of goals, objectives, policies and priorities.

Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.

Direct, coordinate and review the work plan for assigned operations and maintenance services and activities; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Select, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline and termination procedures.

Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.

Coordinate assigned maintenance activities with those of other divisions and outside agencies and organizations.

Oversee and participate in the operation, testing and maintenance of the City's water distribution system including, but not limited to, reservoirs, wells, booster pump stations, generators and backflow prevention devices.

Oversee the City's water distribution system for compliance with State water quality and other standards.

Supervise and oversee the operation and maintenance of the sewer collection system including, but not limited to, gravity mains, laterals, pump stations, force mains, manholes, and STEP systems.

Provide technical assistance for emergency maintenance needs for water and sewer collection systems.

Oversee maintenance of water and sewer system SCADA and telemetry systems; make changes to the systems to control pump stations and wells; troubleshoot problems, etc.

Oversee the operation and maintenance of the City's Boulder-Jones Creek watershed and slow-sand water treatment plant.

Maintain accurate and detailed records and logs of all maintenance or repairs performed on assigned systems and facilities. Actively participate and be an integral part of the development and maintenance of the City's asset management systems for the water and sewer collection systems.

Maintain equipment and inventory; order supplies and repair parts as needed; solicit bids from suppliers or equipment manufacturers and vendors; complete operation and maintenance related projects using the Small Works Roster.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a water and sewer collection system maintenance programs.

Materials, methods, techniques and guidelines used in the design, construction, operation and maintenance of water sewer collection systems.

Operational characteristics of water treatment and distribution, and sewer collection systems including pumps, valves, filters and other controls.

Methods and techniques of proper water testing and chemicals used in water treatment and sewage collection.

Regulatory and technical requirements and techniques of water and sewer systems.

Occupational hazards and standard safety precautions.

Principles of budget preparation and administration.

Principles and practices of record keeping.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise, direct and coordinate the work of lower-level staff.

Select, train and complete ongoing evaluations of staff.

Oversee the operation and maintenance of the City's water distribution system.

Oversee the operation and maintenance of the City's sewer collection system.

Remotely support, and if necessary, respond to emergency maintenance and repair needs at all hours and days of the year.

Ensure compliance with State and Federal regulations.

Maintain accurate and detailed records and logs of all maintenance or repairs performed

Interpret and explain policies and procedures associated with the City's water and sewer collection systems.

Communicate clearly and concisely, both orally and in writing. Prepare clear and concise reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Promote an open, supportive work environment that provides opportunities for growth and development of all staff.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in water treatment and distribution or sewer collection system operations and maintenance or a related field. Bachelors degree with major course work in engineering, construction, or related field preferred.

Experience:

Eight (8) years of increasingly responsible experience in water or sewer collection system operations and maintenance, including three (3) years of administrative and supervisory responsibility.

License or Certificate

Possession of a valid driver's license.

Possession of a Water Distribution Manager II certification required within 2 years of hire.

Possession of a Water Treatment Plant Operator III certification required within 2 years of hire.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals; work in or with water.

Mobility: Heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.

Vision: Visual acuity to operate assigned machinery and equipment.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.