

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Water Distribution Supervisor

Department: Environmental/Public Works

Pay Grade: 511

FLSA Status: Non-Exempt

Job Code: E825

JOB SUMMARY

The purpose of this classification is to supervise the Water Distribution maintenance crews performing skilled work in the maintenance, detailed inspection, repair and replacement of the City owned water distribution system.

ESSENTIAL JOB FUNCTIONS

- Locates water lines, valves, meters, service lines and appurtenances.
- Sets out leak detection equipment, analyzes data, and locates location of possible leaks for crews to repair.
- Performs physical, on-site inspections of backflows and cross-connection preventers, manholes, meter boxes, meter pits, and other water distribution facilities.
- Conducts tests to ensure that equipment is operating properly.
- Prepares detailed reports and weekly notes and responds to conditions found in field.
- Installs, replaces and repairs fire hydrants, water meters, water taps, and waterlines; bores holes to lay waterlines; repairs water mains.
- Maintains valves and valve boxes
- Test and calibrates meters for accuracy.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals: provides direction, and assistance to employees; coordinates daily work activities; organizes and prioritizes workload; makes work assignments and evaluates work; monitors status of work; troubleshoots problem situations.
- Coordinates, prioritizes, and supervises projects: reviews or issues work orders; assists in determining and coordinating necessary equipment, materials, and manpower to conduct

projects; monitors status of work in progress and inspects completed work; dispatches crew members, vehicles, or equipment to work sites as needed; reports damage/vandalism, potentially hazardous/dangerous situations, or other problems to supervisor; responds to problems or emergency situations

- Assists work crews as needed with day to day work orders and the various programs, including the meter replacement program and hydrant flushing program; fills in for staff when they are absent.
- Obtains quotes and schedules jobs with outside contractors for different projects that are not completed in house.
- Maintains a comprehensive set of records/data related to all maintenance activities in the Water Utility, utilizing various spreadsheets and computer programs to provide this information in a logical manner. Prioritizes the Operations and Maintenance of the water distribution system in conjunction with the Water Utility Manager and other water distribution utility staff.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items, initiates orders/requisitions for new or replacement materials; obtains competitive price quotes; receives incoming orders of chemicals and supplies; conducts periodic inventory counts; prepares and maintains asset inventory records.
- Communicates with supervisor, contractors, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates general office equipment, backhoe, jack hammer, Ditch Witch, and dump truck as necessary to complete essential functions.
- May be required to serve on-call.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or GED; Five (5) years of experience in water distribution or construction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must possess or have the ability to obtain a Georgia Water Distribution License and a Backflow Prevention Assembly Tester Certification.
- Must possess, or be able to obtain within one year, a Level 1A Certified in Soil and Erosion control, trenching and shoring certification, confined space entry supervisor training, GDOT flagger certification.
- Possess and maintain a Flagging license, Confined Space, Excavation and Trench Safety certificate.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR). Class A CDL is preferred.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, traffic hazards, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.