

CITY OF WEST CARROLLTON

POSITION DESCRIPTION

TITLE: Water & Sewer Supervisor	Page 1 of 4	Pay Grade: (see ordinance)
DEPARTMENT: Service	Effective Date: November 10, 2008	
DIVISION: Water and Sewer	Approved (Dept.):	
	Approved (City Mgr):	

GENERAL NATURE OF WORK:

This is a responsible and skilled supervisory position in the Service Department. An employee in this class is responsible for the performance of a variety of types of skilled labor along with other administrative and physical labor associated with the operation and maintenance of the Water Distribution System and the Sewer Collection System within the Service Department. Duties are performed under the direction of the Utility Superintendent and/or the Service Director.

MAJOR JOB DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

1. Plans, schedules, directs, and performs programs and activities of the Division.
2. Performs a variety of tasks related to the operation and maintenance of the water distribution system and sewer collection system including but not limited to: water main breaks, service line repairs, valve maintenance and repair, backflow prevention program, fire hydrant flushing and repair, meter repairs and reading, sewer lift station operations, sewer cleaning, removal of sewer blockages, and sewer repairs.
3. Operates a variety of vehicles, machines, and equipment appropriate to job related tasks.
4. Performs routine maintenance and repair on equipment and vehicles.
5. Assists in the routine maintenance and repair of city facilities and grounds.
6. May operate air compressor, jackhammer, and light equipment as necessary to perform general maintenance and repair activities.
7. May operate a pick-up truck or dump truck, backhoe, vector/jet rodder unit, fork lift or other vehicles in the performance of the above duties.
8. Maintains equipment for safe and efficient usage.
9. Keep proper records and work orders for all job related assignments.
10. Performs other duties as required in assigned Division and/or other Divisions.

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DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of the operations and maintenance of water distribution systems and wastewater collection systems.
2. Thorough knowledge of the operations and maintenance of job related vehicles, machinery, tools, and equipment.
3. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
4. Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
5. Ability to supervise other departmental employees.
6. Ability to handle confidential information.
7. Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
8. Ability to perform manual labor for extended periods of time under any and all types of weather conditions.
9. Ability to understand and follow oral and/or written instructions.
10. Ability to maintain records, prepare reports and write and speak clearly.
11. Ability to work under the limited direction of the Utility Superintendent and/or the Service Director.

DESIRABLE TRAINING AND EXPERIENCE:

1. Graduation from a standard high school or equivalent, supplemented by some experience in routine maintenance activities; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

1. Valid State of Ohio driver's license.
2. Possession of, or ability to obtain a valid State of Ohio Class B Commercial Driver's License with Air Brake Endorsement within six months of employment.
3. Possession of an Ohio EPA Water Distribution System Operator Certificate, Class II
4. Possession of an Ohio EPA Wastewater Collection System Operator Certificate, Class II
5. Must be in good physical condition, i.e. ability to meet Essential Functions of Position and drug testing as required by the State of Ohio and/or the City of West Carrollton.

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NECESSARY SPECIAL REQUIREMENTS (cont'd):

6. Ability to work other than normal working hours, including various shifts, and call-in assignments as necessary.

ESSENTIAL FUNCTIONS OF POSITION:

THE FOLLOWING LIST OF ESSENTIAL FUNCTIONS FOR THE ABOVE NAMED POSITION INCLUDES ACTIVITIES THAT MUST BE PERFORMED EFFICIENTLY, EFFECTIVELY AND SAFELY IN THE EXECUTION OF DAILY REQUIRED TASKS.

1. Ability to perform the related job duties and responsibilities of the position of Water and Sewer Supervisor (maintenance of water and wastewater systems and related equipment)
2. Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles)
3. Ability to effectively manipulate hands, fingers and wrists or to duplicate the following by other means (grasping, holding, keyboarding, repetitive movements)
4. Ability to visually define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings, safety hazards)
5. Ability to effectively communicate verbally (talk on telephone, in public, in person)
6. Ability to receive audible messages and convey their meaning to others (listen on telephone, listen to directions)
7. Ability to effectively apply logical/critical thought to a wide range of intellectual/practical problems (reason, create, initiate)
8. Ability to effectively read and comprehend written communication (read memos, technical manuals, instructions, labels)
9. Ability to prepare, compose and communicate by using written vocabulary or by dictation (memos, instructions, correspondence, directions)
10. Ability to physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and hilly terrain, on flat surfaces, tile, carpet)
11. Ability to maneuver a motorized vehicle in all types of traffic and weather conditions (drive to work sites, to investigate accidents, drive work related vehicles)
12. Ability to exert enough force to elevate objects of varying weight and size (lifting equipment, tools, humans, protective equipment)
13. Ability to exert enough force to move stationary objects towards or away from their former position (pull carts, equipment, push carts, machinery)

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ESSENTIAL FUNCTIONS OF POSITION (cont'd):

14. Ability to apply enough physical effort to lift the body's center of gravity to a higher or lower position (climb ladders, stairs, ropes, walls, equipment, towers)
15. Ability to withstand extremes in temperature (heat, humidity, below freezing, wind chill)

This position classification is intended to be sufficient merely to identify the minimum position requirements and to be illustrative of the kind of duties which may be assigned to this position and should not be interpreted as a complete list of requirements for the position. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.