



Job Title:	Utility Supervisor (Systems)		
Department/Group:	Operations & Maintenance	FLSA Status:	Non-Exempt
Reports To:	O&M Manager	Position Type:	Full-time
FLSA:			
Non-Exempt (employee is eligible for overtime/compensatory time in accordance with Federal Fair Labor Standards Act, State Minimum Wage Act). Under the direction of the Operations & Maintenance Manager, the Utility Systems Supervisor plans, coordinates, and supervises the District's operations and maintenance at major facilities, including, the headquarters, lift stations, booster stations and reservoirs. Supervises and coordinates the daily work of the District's Electricians, Building and Grounds position, Pump Mechanic, and assigned Utility Workers. Operates and maintains the District's SCADA system. This position is subject to 24-hour call out. Can assist and provide back-up coverage to the Operations & Maintenance Manager. This position supervises 3 – 6 employees, plus seasonal employees.			
Essential Duties and Responsibilities:			
The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District's standards for interpersonal and team behaviors, customer contacts, and supervision. • This is a safety sensitive position. • Supervises the District's Electricians, Building and Grounds Work, Pump Mechanic, and Utility Workers assigned to the District's Facility and Utility Systems Programs. Ensures the maintenance and repair of major facilities; including but not limited to the District Headquarter Site, lift stations, pump stations, generators, water reservoirs, and other assigned buildings, are performed timely with the appropriate documentation. • Responsible to plan, forecast, monitor, and order water from various Wholesale Water Suppliers to meet the daily need of the District's customers with respect to the District's annual peaking factor. Monitors water and sewer system SCADA telemetry readings and schedules water purchases and system maintenance based on these readings. Plans for future short-term water customer needs and maintains water reservoir levels while providing the lowest possible peak demands. • Responsible for monitoring the SCADA system for alarms, performance, messages, and other indicators for the District's lift stations, generators, pumps, reservoirs, and other infrastructure. • Works with the Operations and Maintenance Manager, the Technical Services Manager, and other District consultants to maintain, enhance, and operate the District's SCADA system. • Manages and participates in the development of goals, objectives, policies, procedures, guidelines, specifications, and priorities relating to assigned areas.			

- Supervises, selects, trains, motivates, plans, directs, coordinates, and reviews work plans of assigned staff; assigns work orders, activities, projects, and programs; reviews and evaluates work methods and procedures; identifies and resolves staff problems and corrects deficiencies.
- Recommends disciplinary actions and monitors employee compliance with any ongoing Performance/Action Plan.
- Prepares, not less than annually, an Employee Performance Evaluation for each assigned employee.
- Conducts field inspections and visits to ensure work of assigned staff is done appropriately and in compliance with District standards, specifications, guidelines, and procedures.
- Identifies opportunities for process improvement; analyzes, recommends, and implements changes.
- Meets and confers with contractors, developers, state, county and city officials to schedule and plan District jobs; responds to customer inquiries and complaints; responds to emergency situations and troubleshoots problems and projects.
- Participates in the development, administration, and implementation of approved bi-annual budget, purchases, or recommends the purchase of materials, supplies, and vehicles, and complies with specifications for equipment and contracts.
- Reviews job sites, plans, projects, and specifications, prior to work being completed, in order to determine what work is required, what resources, and what, if any, actions need to be taken to comply with all necessary laws, policies, procedures, requirements and standards.
- Meets and confers with other District personnel, consultants, inspectors, contractors, property owners, and locator, regarding pre-construction and onsite issues.
- Works directly with the Operations and Maintenance Manager to identify, train, and implement Federal and State Safety Standards to District personnel.
- Ensures work site safety compliance during field operations; including, but not limited to, traffic zones, confined space entry, safety equipment usage, excavation planning and execution; Ensures equipment is used in compliance with Federal and State regulations.
- Responds to emergency call outs and provides after-hours support to on-call week duty staff.
- Participates in 2-year walk through inspections of Developer Extensions and District Public Works Projects.
- Prepares and reviews, written reports, maintenance logs and work orders.
- Other duties as assigned.

Work Schedule:

Typically, District office hours.

Travel:

Infrequent, offsite meetings, training, and conferences.

Qualifications:

Experience/Education:

- Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of progressively responsible experience in the maintenance, repair, and operation of a public utility or water and sewer district; High School Diploma or GED.

Licensing Requirements:

- Possess and maintain a valid Washington State Driver's License, Industrial First Aid Card, and have the ability to obtain a Water Distribution Manager III Certification and a Wastewater Collections Certification within one year of appointment. Commercial Driver's License preferred; Certified Competent Person; CPR/Blood Borne Pathogens; Certified Work Zone Traffic Control (Flagging Card).

Knowledge, Skills, and Abilities:**Knowledge of:**

- Maintenance and repair requirements of the District's water and sewer systems, facilities, and equipment.
- Methods, rules, and techniques for planning and scheduling maintenance and repair work.
- Water and sewer service operations during emergency situations.
- Safety rules, regulations, and procedures.
- Knowledge of District SCADA System; works with District's consultant on issues and troubleshooting.
- Construction specifications, schematics, plans, standards, regulations and procedures.
- Principles of supervision, training and performance evaluation.
- Public budget development and implementation, purchasing and procurement procedures.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Knowledge of basic electrical and wiring.
- Knowledge of basic mathematics.

Skills in:

- Planning, organizing, and overseeing assigned work programs, including monitoring work schedules, regulatory requirements, and progress reviews, providing guidance, developing goals and objectives, and providing direction.
- Analyzing problems, identifying solutions, and proposing action.
- Operating office equipment and tools such as phones, copiers, computers, software and databases.
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Operation of heavy equipment and proper excavation execution.

Ability to:

- Ability to serve as a weekend and after-hours duty responder.
- Ability to work well with others, be flexible in job assignments, be able to respond to emergency conditions as directed.
- Ability to deal with customers and the public in a courteous and professional manner.
- Ability to understand, read, speak, and write English.

Work Environment:

Environment: Duties are performed in an office environment and in the field. Field work has frequent exposure to extreme weather conditions for extended periods of time, confined spaces, automobile traffic, various tools, and equipment. Work involves exposure to sewer systems, human waste, gases, fumes, loud noise, chemicals, and pesticides.

Physical: This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities. The District's policy is to hire only non-smokers and non-chewing tobacco users.

Drug Screening: All candidates who receive an offer of employment for a safety sensitive position will be required to undergo testing for commonly abused controlled substances in accordance with the District's policy.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Reviewed By:		Date:	
Approved By:		Date:	