



Job Title:	Utility Supervisor (Operations)		
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 Operations Supervisor plans, coordinates, and supervises the District's water and sewer field operations for service installation and other projects. This position is one of the primary heavy equipment operators and provides staff training on their operation. Supervises and coordinates the daily Runner, Meter Program, Leak Detection Program, and other daily projects. 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 – 5 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 Utility Workers assigned to the District's Runner and Metering Programs. Ensures daily service orders, , utility locates, meter installations, meter reading, and meter repairs are performed timely with the appropriate documentation. • 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. • Coordinates with the Safety, Purchasing, and Inventory Coordinator to maintain stock levels, organize materials, and support the District's asset management and inventory programs. • 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 trouble shoots 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 and 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-hour 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:
<u>Experience/Education:</u> • 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. <u>Licensing Requirements:</u> • Ability to obtain a Water Distribution Manager III Certification and a Wastewater Collection Certification within one year. • Certified Work Zone Traffic Control (Flagging Card). • Possession of a valid WA State Driver's License. WA State Class "A" or "B" CDL preferred. • Certification as a Forklift operator. • Competent Person Certification. • First Aid, AED, CPR Certified.
Knowledge, Skills, and Abilities:
<u>Knowledge of:</u>

- 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.
- 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, fax machine, 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:	