

WATER UTILITY SUPERVISOR

DEFINITION:

Under direction assists the Director of Public Works for the oversight of the maintenance and repair operations of a water distribution system. Supervise and works with a group of employees engaged in the reading of water meters; does other related duties as required.

NOTE: The examples of work for this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK

Supervises and works with employees engaged in work involving the maintenance and repair operations of a water distribution system and the installation of new services.

Supervises and work with employees engaged in inspection, repair and installation of sanitary sewers.

Knowledge and ability to identify and mark-out water distribution mains, pipe lines, meters, hydrants and associated equipment.

Assigns staff and equipment as necessary.

Checks progress of work and inspects finished work.

Resolves problems encountered by work crews.

Ensures that safety precautions are followed and that procedures are taken to protect the public from injury during repair activities.

Ensures that proper safety precautions are taken by employees.

Ensures that regulators maintain proper water pressure.

Plans, organizes, and assigns work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Provides instructions and assignments to subordinates.

Reviews and corrects water meter readings prior to billing.

Conducts house inspections, sprinkler inspections and cross connections.

Assists in supervising in obtaining, storage, safeguarding and use of needed materials, equipment and supplies.

Assists in keeping records of personnel, time spent, work done, materials used and charges to be made.

Operates snow plows and road equipment.

May be responsible for the supervision of a Department of Public Works.

REQUIREMENTS

EXPERIENCE

Three (3) years of supervisory experience in work involving the maintenance and repair of a water distribution system, including water mains and pipes.

LICENSE:

Appointees must possess a driver's license valid in New Jersey and a Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

Must possess required licensing for the operation of public wastewater collection systems, public wastewater treatment systems, public water distribution systems, public water treatment systems of the appropriate class issued by the New Jersey Department of Environmental Protection (W-2, C-2, T-3).

KNOWLEDGE AND ABILITIES

Knowledge of the problems and approved procedures involved in maintaining a municipal water distribution system.

Knowledge of the maintenance and repair of water mains, pipes, meters, hydrants and pumps.

Knowledge of the methods used to assign and instruct staff involved in the operation of a water distribution system.

Knowledge of the methods used in obtaining supplies and equipment used in the repair and maintenance of the water distribution system.

Ability to analyze water distribution maintenance and repair problems, organize assigned work and develop effective work methods and programs.

Ability to give suitable assignments and instructions to subordinates and supervise their work.

Ability to work harmoniously with associates, subordinates, and others concerned with water distribution system maintenance and repair work.

Knowledge of the methods used to read water meter indicators.

Knowledge of the methods used to compute water consumption.

Knowledge of the methods used to accurately record water consumption.

Knowledge of water meter operations.

Ability to explain the basic operation of a water meter when requested by consumers.

Ability to conduct needed inspections and, when necessary, take proper corrective action.

Ability to obtain, store, safeguard and supervise the use of needed equipment, materials, and supplies.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Approved:

Personnel Committee Chair

Date

Mayor

Date