

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E825
FLSA:	N
WC:	7520
PG:	509
EEO:	3

CLASSIFICATION TITLE: WATER DISTRIBUTION SUPERVISOR

PURPOSE OF CLASSIFICATION

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. Work is performed under the supervision of the Water Utility Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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 pits, and other water distribution facilities.

Conducts tests to ensure that equipment is operating properly.

Prepares detailed report 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; calibrates meters.

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

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.

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.

ADDITIONAL FUNCTIONS

May be required to serve on-call.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

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. Must possess or have the ability to obtain a Georgia Water Distribution License and a Backflow Prevention Assembly Tester Certification. Must possess and maintain a valid Georgia driver's license, a Class A CDL is preferred. 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.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require 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 of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.