



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Water Mainline Supervisor

Department: Water

Reports to: Department Superintendent

Pay Grade: H13

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Water Mainline Supervisor supervises the Department's capital improvements projects and valve/fire hydrant maintenance programs. The job supervises the employees performing the construction and installation of water mains, hydrants, service lines, valves, and storm drain system. The job requires a Class III Drinking Water Distribution Operator certificate*. The job is supervised by the Water Superintendent.

The job requires knowledge of the operation and maintenance of the City water supply and distribution system.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The job directly supervises staff through Foreman and Lead Worker positions and indirectly supervises regular/seasonal/part-time employees.

The work environment includes an office and public street environment that may include exposure to adverse weather conditions, trench excavation, traffic hazards, moving vehicles and heavy equipment at the job site, and hazards involving the use of power tools and equipment. The noise level is generally moderate but with occasional exposure to noisy and/or loud equipment.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Supervises the Department's capital improvements projects and valve/fire hydrant maintenance programs. Ensures delivery of drinking water through the conveyance of pipe distribution networks in compliance with all applicable Federal and State regulations. Supervises the construction and installation of water mains, hydrants, service lines, valves, and the storm drain system.

Assigns crews and resources to short-and long-term installation and construction projects and/or maintenance programs.

Assists in planning long-term projects, including preparing bid specifications and coordinating with contractors. Recommends annual budget items related to capital improvement projects or equipment needs and monitors spending for compliance.

Performs pre-project notifications to affected parties including, but not limited to, public notification letters, utilities, businesses, and residences. Tracks progress on projects, preparing reports and documentation.

Coordinates projects with other City departments and affected parties.

Hires, trains, supervises, assigns, and evaluates employees, including disciplinary actions.

Monitors job sites for compliance with traffic control and safety procedures and protocols. Prepares accident and/or damage reports and claims.

Supervises equipment and vehicle maintenance and repair.

Operates equipment and assists in plumbing activities at the job site, as needed.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of the installation and construction of a City water delivery system;
- Methods, techniques, and objectives of the construction and installation of water mains, hydrants, service lines, valves, backflow valves, and storm drain system;
- Methods, techniques, and objectives of the application of safety procedures and protocols;
- Employee supervision, training, and evaluation methods, techniques, and objectives, including disciplinary actions;
- Methods, techniques and objectives of the application of traffic control in accordance with the Manual on Uniform Traffic Control Devices (MUTCD);
- Methods, techniques and objectives of the application of best management practices (BMP's) for erosion and sediment control in accordance to Federal (EPA) regulations;
- Federal regulations and City policies regarding safe work practices relating to trench excavation and shoring, confined space, use of heavy equipment, power tools, and hand tools;
- State, local, and other applicable building, safety, and health codes and regulations;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Supervise the construction, installation, and maintenance of the City water distribution system;
- Supervise and direct the installation and construction of water mains, hydrants, service lines, valves, backflow valves, and storm drain system;
- Maintain records, documents, and logs and prepare periodic reports demonstrating the system's compliance with federal, state, and other applicable standards and requirements;
- Operate hand tools, power equipment, motorized equipment, and a motor vehicle;
- Operate a personal computer;
- Read and interpret technical manuals, blueprints, maps, and diagrams;
- Supervise, train, evaluate, and discipline employees;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Use effective judgment to make sound and reasonable decisions and problem-solving skills in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Class III Drinking Water Distribution Operator certification*;
- Class A CDL;
- Erosion and Control certification;
- Flagging certification;
- CPR certification;
- Five (5) years' experience in a related field, including three years of supervisory experience, is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in confined spaces. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity, speaking ability and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Water Mainline Supervisor position requires a Class A CDL within six (6) months of hire date and Class III Drinking Water Distribution Operator certification within eighteen (18) months of hire. Failure to acquire these certifications by the established date will violate the terms of the position and will result in layoff from the position.