



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Water Operations Supervisor

Department: Water

Reports to: Department Superintendent

Pay Grade: H14

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Water Department Operations Supervisor supervises the Department's water storage and pumping system. The job supervises the employees performing the storage and pumping operations, ensuring the City's water meets all applicable federal and state standards. The job requires a Class I Drinking Water Treatment Operator and Class IV Drinking Water Distribution Operator certificate. The job is supervised by the Water Superintendent.

This position is assigned to the capacity of Responsible Charge Operator for the City's drinking water system to meet both State and Federal Drinking Water Requirements.

The job requires knowledge of the City's pumping and storage operations, maintenance, water supply and telemetry systems.

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 work environment includes an office and outdoors environment that may include exposure to hazardous chemicals and gases, confined space, elevated tanks, adverse weather conditions, 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 operations of the Department's wells, storage, pumping and treatment facilities, equipment, and operations to ensure the delivery of safe drinking water in compliance with all applicable federal and state standards.

Supervises the operation, maintenance, repair, and construction of wells, storage tanks, pumping facilities, pressure reducing stations, and monitoring, communications, control, and alarm system. Supervises the disinfection and treatment of water supplies, monitoring equipment and routine sample collection programs.

Assigns crews and resources to short-and long-term maintenance, operations, and repair projects.

Assists in planning long-term projects, including preparing bid specifications and coordinating with contractors.

Tracks progress on projects, preparing reports and documentation.

Prepares and submits water quality compliance reports to federal and state regulatory agencies.

Institutes and monitors compliance with scheduled preventative maintenance programs to reduce service interruptions.

Supervises the selection and ordering of services, supplies, and equipment for Division inventory.

Coordinates projects with other City departments and affected parties.

Performs pre-project notifications to affected parties including, but not limited to, public notification letters, utilities, businesses, and residences.

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.

Recommends annual budget items related to repair activities or equipment needs and monitors spending for compliance. Assists in preparing annual budget.

Supervises equipment and vehicle maintenance and repair.

Assists crews and operates equipment 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 operations of the Department's wells, storage and pumping facilities, equipment, and operations;
- Methods, techniques, and objectives of the operation, maintenance, repair, and construction of wells, storage tanks, pumping facilities, pressure reducing stations, and monitoring, communications, control, and alarm system;
- Methods, techniques and objectives of the chemical treatment and disinfection of water supplies to ensure delivery of safe drinking water in accordance with federal and state regulations;
- Methods, techniques, and objectives of the preparation and submission of water quality compliance reports to federal and state regulatory agencies;
- 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);
- Federal regulations and City policies regarding safe work practices relating to confined space, elevated tanks, electrical equipment lockout/tagout, chemical handling, 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 Department's water storage and pumping system;
- Supervise the operation, maintenance, repair, and construction of storage tanks, pumping facilities, pressure reducing stations, and monitoring, communications, control, and alarm system;
- Maintain records, documents, and logs and prepare periodic reports demonstrating the system's compliance with federal, state, and other applicable standards and requirements;
- Troubleshoot electrical and control equipment;
- 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 I Drinking Water Treatment Operator certification*;
- Class IV Drinking Water Distribution Operator certification*;
- Class B CDL*;
- CPR and First Aid certification;
- Five (5) years' experience in a related field, including three (3) 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 100 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 Operations Supervisor position requires a Class B CDL within six (6) months of hire date. The position also requires a Class I Drinking Water Treatment Operator certification and Class IV 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.