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| **Water Supervisor** |
| **Job Description** (updated 3/2023) |
| **Department:** | Public Works |
| **Position Reports to:** | Water Superintendent |  |
| **Pay Grade:** | 15 |
| **Employment Type:** | Full-time |
| **Exempt/Nonexempt:** | Non-exempt |
| **Description:** | Under the direction of the Water Superintendent, is responsible for the operation of Water Division related equipment and supervision of work crews in the installation, maintenance and repair of spring collection systems, water pipelines, pressure reducing stations, booster pumps, water storage tanks, and deep-water wells in the City’s water collection and distribution system. Is responsible in assisting the Water Superintendent in budget forecasting, comparing current expenditures with respect to actual revenues for assigned areas of the water system.  |
| **Duties:** | * Responsible for the day-to-day scheduling of operations maintenance crews in repairing and maintaining water mains and service lines.
* Responsible for the tanks/penstock’s maintenance programs.
* Monitors the performance of maintenance crews. Provides guidance to crews on performing tasks in a timely and efficient manner.
* Maintain a clean, organized and professional workplace.
* Provide leadership to crews and be able to identify employees that need guidance on assigned day to day tasks.
* Assures that crew members follow necessary safety procedures. Assign crews to hold routine safety meetings. Also, continually monitor operation procedures to address safety problems.
* Have a good understanding of the Springville City Employee Handbook and routinely review with crews.
* Responsible for record keeping of work performed, materials used and hours expended.
* Operates equipment in digging and filling trenches, for laying and repair of water main pipelines, water services, fire hydrants, and other water system infrastructure.
* Determines quantities, what types of materials, tools, equipment and labor needed to complete assigned projects.
* May oversee the execution of the following:
	+ Monthly water chlorine residual testing.
	+ Monthly water samples.
	+ Monthly and annual reports required by the State.
	+ Recording data for division files and reporting to the State, as required.
	+ Maintenance and repair of chlorinators.
	+ Seasonal meter reading.
	+ Oversees work order assignments.
* Participates in the development of annual budgets for operation and maintenance of the water system.
* Performs other duties as assigned.
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| **Qualifications:** | Must be a high school graduate. Must have at least two years of experience directing and/or supervising a work crew. Must possess a Grade IV Certified Water Works Operator classification within 6 months. Must have a Class A CDL driver’s license. Must have or be able to obtain a Class I State Cross Connections Control Program Administrator certification within one year of accepting the position. Must possess a Traffic Control Supervisor Certificate within one year of hire date. **KNOWLEDGE, SKILLS, AND ABILITIES**Must be able to:* Perform all the necessary repair and installation work on water pipelines.
* Lead a skilled work crew.
* Read and understand written and oral instructions.
* Be available for on-call status.
* Operate a backhoe and similar equipment.
* Perform routine maintenance of pumps and motors.
* Work outdoors in all types of weather.
* Prepare a year to year operations budget.
* Work well with the public while carrying out job functions.

Must be literate, able to write legibly and have a general knowledge of policies and procedures established for this type of work. \* A general understanding of computers, development of and manipulation of computer spread sheets, and the ability to write reports is required. |
| **Physical Demands:** | Must be able to lift up to 50 pounds, and be able to climb on ladders and into meter holes and boxes. Must have enough physical strength and agility to perform required work. Must be able to work in all weather conditions and in and around heavy traffic. |
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