

WATER AND SEWER SUPERVISOR

NATURE OF WORK

Performs responsible skilled work in the operation and provision of water and sewer services. Work involves responsibility for organizing and scheduling activities of personnel engaged in the maintenance and construction of water and sewer systems. Work is performed under the general supervision of the Water and Sewer Superintendent. Assignments are received both orally and written, and work is reviewed through written reports, conferences, and observations made by the Water and Sewer Superintendent.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Assign tasks, direct how work is to be done, and follow through on performance.
2. Investigate and resolve complaints and provide information to superiors.
3. Act for Water and Sewer Superintendent in his absence.
5. Supervise and participate in the construction and maintenance of the water distribution and wastewater collection system.
6. Perform cross connection inspections, and other related inspections in water distribution and wastewater collection.
7. Train new employees in equipment and work operations, and insure that safety regulations and procedures are observed.
8. Serve on-call duty as required by Departmental Operations.
9. Maintain various records and reports.
10. Perform other related work as required.

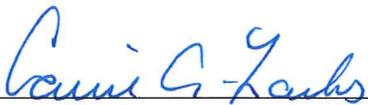
ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, (abilities 9KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

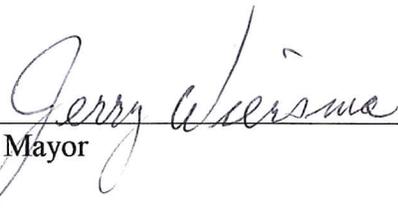
WATER AND SEWER SUPERVISOR (Cont'd)

- Considerable knowledge of construction and maintenance techniques, methods, materials and equipment involving water distribution and wastewater collection systems.
- Reasonable knowledge of public health and safety requirements and procedures. Involved in the operation of water distribution and wastewater collection systems.
- Reasonable knowledge of lift stations and pumps, electrical components, computer software and SCADA systems.
- Ability to plan, coordinate and supervise the work of others.
- Ability to prepare detailed and accurate records and reports.
- Reasonable knowledge of materials, hazards, and safety practices.
- Ability to operate complex automotive and power driven equipment skillfully and safely.
- Physical mobility to complete duties 5 and 8.
- Ability to work effectively with superiors, employees and the general public.
- Ability to see and hear well to complete duties 2, 5 and 8.
- Ability to work effectively under stress.
- Five years of experience in the operation of various types of heavy equipment and tools.
- Supervisory experience in utility construction and maintenance.
- State of Michigan DEQ Class S-1 certification for water distribution.
- Possession of a high school diploma or equivalent with some college desirable.
- A valid Class A CDL.

Approval:


Personnel Director 6.6.07
Date


City Administrator 6/6/07
Date


Mayor 6/7/07
Date

Norton Shores, MI
June 2007