

CLASS TITLE: WATER AND SEWER SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for supervising maintenance, construction and repair work involving Water and Sewer utility assets, including pipelines, structures, facilities and properties, and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns, coordinates and supervises crews in various maintenance, construction, repair and inspection activities involving water and sewer utilities, including pipelines, water and sewer structures, pumping facilities and treatment plants, equipment assets, sewer and drainage systems, utility easements, lakes, water resources and other water and sewer owned properties
- Assists in review of plans and specifications for new construction or rehabilitation and evaluates existing maintenance contracts and writes new or edits existing specifications (in some positions)
- Directs equipment operation, including excavation and hauling, mowing, grading and removal activities to ensure compliance with Okie One Call System
- Supervises skilled and semiskilled workers engaged in carpentry, concrete, asphalt, plumbing, electrical, mechanical maintenance and welding activities
- Provides written and verbal reports to management concerning work progress, operational concerns and planning assessments also included to but not limited to interviewing, training, and evaluating subordinate personnel
- Completes and maintains various records, files and reports and verifies labor and material use
- Assists in developing and monitoring budgets and writes purchase orders (in some positions) and maintains physical inventories of materials, tools and equipment to ensure adequate supply of materials and equipment for daily and future projects
- Determines worksite safety equipment and practices and enforces safety policies to protect employees, citizens and facilities and investigates injuries, incidents and accidents and resolves citizen complaints
- Reviews incoming work and establishes priorities for completion and formulates plans for emergency work projects
- Supervises and monitors section equipment preventive maintenance and repair program and other maintenance activities
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of experience in the appropriate fields of utility construction, maintenance and/or repair work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Proficiency Increases:

1st Proficiency (All Divisions); Employee will be eligible for a one-step increase upon completion of:

- Three (3) months in current position, and
- Receives a "Proficient" rating on most current performance evaluation, and
- Manager Training Module 1, and

SOM 1st Proficiency:

- Pipeline Assessment and Certification Program (PACP) Training Assessment (or equivalent)
- Manhole Assessment and Certification Program (MACP) (or equivalent)

Water Distribution 1st Proficiency:

- Hach Water Quality Training
- Water Distribution II Training Class

2nd Proficiency (All Divisions); Employee will be eligible for a one-step increase upon completion of:

- Six (6) months in current position, and
- Receives a "Proficient" rating on most current performance evaluation, and
- Manager Training Module 2, and
- Teach a training class(es) (8 hours)

3rd Proficiency (All Divisions); Employee will be eligible for a one-step increase upon completion of:

- Nine (9) months in current position, and
- Receives a "Proficient" rating on most current performance evaluation, and
- Manager Training Module 3, and
- Teach a training class(es) (16 hours, in addition to the 8 hours in the 2nd proficiency)
- Obtain a relevant Class "B" Waterworks/Wastewater Works Operator license as issued by the Department of Environmental Quality (DEQ)

4th Proficiency (All Divisions)

- Twelve (12) months in current position, and
- Receives a "Proficient" rating on most current performance evaluation, and
- Obtain a relevant Class "A" Waterworks/Wastewater Works Operator license as issued by the Department of Environmental Quality (DEQ)

Knowledge, Abilities and Skills: Comprehensive knowledge of modern methods, materials, practices and techniques of public works maintenance; repair and construction, comprehensive knowledge of safety policies and practices; and good knowledge of supervision practices and techniques. Ability to plan, organize and supervise through subordinate personnel the activities of skilled and unskilled workers involved in maintenance and repair work; ability to work from engineering plans and specifications; ability to make material and labor costs estimates; ability to keep records of work performance and to determine by inspection the quality of work performed and the type and method of maintenance required; ability to independently make quick decisions in the field; ability to use computers for field reporting; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 50 pounds and frequent lifting and carrying up to 10 pounds; may be subject to walking, standing, reaching, balancing, bending, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver's license; must obtain a relevant Class "D" Water or Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) within nine (9) months from date of hire; and must obtain a relevant "Class "C" Water or Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months from date of hire; some positions within this classification may require a Pesticide Applicator's license as issued by the Department of Environmental Quality (DEQ) and/or a valid Class "A" Commercial Driver's License (CDL)

Page 3 (continued from Water and Sewer Supervisor)

WORKING ENVIRONMENT: Working environment is outdoors and in inclement weather and indoors in an office setting; may be exposed to weather/temperature extremes, traffic, confined spaces and open trenches; requires some travel to various remote locations to supervise crews and conduct inspections and meetings; and subject to call out 24 hours a day.

Class Code: 1173

EEO Code: E-07

Pay Code: EX-32

**Group: Labor and Trade Series:
Labor and Trade Supervisor**

Effective Date: March 10, 2021