



# CLASS TITLE | WATER SUPPLY OPERATIONS SUPERVISOR

PAY GRADE: EX-40 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1267

Effective Date: 09/06/2023

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for technical and administrative work and supervision of activities in support of operational goals, including the areas of water quality, fisheries, treatment plant processes, recreational facilities, planning, public information, purchasing, personnel, budget, data support, office procedures, and contracts management; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Directs and coordinates field and office activities of subordinate employees
- Writes, interprets, and trains employees in a variety of office and field procedures
- Coordinates budget, purchasing, contracts, personnel management, and water quality efforts
- Performs and directs planning activities and provides program proposals and maintenance schedules for department operations and management review
- Directs and provides public information and handles citizen complaints and inquiries related to department operations
- Directs, monitors, performs and trains employees in safety, laboratory, water treatment plant, and water sampling related functions to ensure compliance with applicable federal, state, and water quality standards
- Oversees and assists a wide variety of field, maintenance, construction, and inspection activities by technical or trades group employees
- Creates and presents written and verbal reports
- Reports 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:** Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university in coursework related to the requirements of this job description; **and**,
- (b) Four (4) years of experience relevant to the essential tasks listed in this job description

### **PAY INCREASE OPPORTUNITIES**

Employee will be eligible for a one (1) step increase upon completion of twelve (12) months' experience in the position **and** earning the Class "A" Waterworks Operator certification as issued by the Oklahoma Department of Environmental Quality (ODEQ).

Employee will be eligible for an additional one (1) step increase upon completion of twenty-four (24) months' experience in the position **and** earning the Class "A" Waterworks Laboratory Operator certification as issued by the ODEQ.



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## Knowledge, Abilities and Skills:

### Knowledge of:

- Considerable knowledge of the principles and practices of environmental science, chemistry and related environmental regulations
- Considerable knowledge of applicable federal, state, and local laws and ordinances
- Good knowledge of water treatment and lagoon operation
- Good knowledge in public administration including personnel management and safety practices
- Good knowledge of the practices of field maintenance and preventive maintenance activities
- Good knowledge of applicable equipment operations, specifications, and maintenance

### Ability to:

- Establish objectives, schedules and budgets
- Plan, direct, and evaluate the work of subordinates engaged in a variety of operations
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone and two-way radio; frequent lifting up to 10 pounds, with occasional lifting up to 20 pounds; frequent carrying up to 5 pounds; with occasional carrying up to 10 pounds; occasional pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time; walking, standing, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

### Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver License; **and,**
- b) Must obtain a Class "C" Oklahoma Water/Sewer License as issued by ODEQ within six (6) months of hire, some positions within this classification may require possession of a valid Class "A" Commercial Driver's License (CDL) and a Class "C" Oklahoma Lab License by the ODEQ.

**WORKING ENVIRONMENT:** Working environment is outdoors and in inclement weather and indoors in an office setting, may be exposed to weather/temperature extremes and requires some travel to various locations for field inspections, meeting, and activity coordination.

**EEO Code: E-01**

**Group: Labor and Trades**

**Series: Labor and Trades Supervision**