

WATER/WASTEWATER FIELD SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Water/Wastewater Field Supervisor will be assigned to either the Water Distribution, Water Supply, or Wastewater Collection System sections. A Water/Wastewater Field Supervisor is responsible for supervising and coordinating the maintenance and repair of the City's water supply facilities including wells, wellhead treatment facilities, reservoirs, pump stations, pressure reducing valves, and related equipment such as chlorination equipment; **OR** water transmission mains, distribution mains, services, valves, and fire hydrants; **OR** the operation, maintenance, and repair of wastewater collection system, which includes collections system pipelines, closed circuit television (CCTV) sewer line inspection, reclaimed lines, lift stations, siphon and diversion structures, meter stations, and odor and corrosion control facilities. Incumbents maintain responsibility for multiple project coordination; entering data and analyzing information in the Customer Information System (CIS) and/or Computer based Maintenance Managements Systems (CMMS) databases to ensure the timely maintenance and repair of existing utilities infrastructure; coordinating the daily work of multiple crews assigned to installation, maintenance, and repair of the water supply facilities, including wells, booster station, reservoirs, pressure reducing valve stations; **OR** water distribution system infrastructure, including water mains, valves, and/or fire hydrants; **OR** wastewater collection systems, including sewer cleaning and inspection, lift stations, meter stations, odor control facilities, and/or roach complaints. Water/Wastewater Field Supervisors participate in long-range planning; strategic planning; and preparing requests for estimates and bids; and assist in development of annual section budgets. The Water/Wastewater Field Supervisor may coordinate inventory and materials for construction projects; coordinating emergency repairs with the Utilities Control Center, Fire and Medical Department, Police Department, business owners and others; serving as the City's on-site representation for emergencies including responding to the media on-site; coordinating valve shutdowns for engineering inspectors on Capital Improvement Projects and developer projects; coordinating the maintenance and repair of equipment and vehicles; completing performance appraisals; scheduling training to maintain certifications and ensuring safe practices for subordinate staff; receiving, investigating, and resolving complaints and problems from citizens, customers, contractors, inspectors, and City departments; and may act as the Water/Wastewater System Superintendent in their absence. This class performs related duties as required.

Distinguishing Features: This class is distinguished from other Water/Wastewater Utility System Crew Leader classifications by having full-range supervision over several Water Distribution, Wastewater Collection or Water Supply crews. An employee in this class is expected to exercise considerable initiative and independent judgment in resolving day-to-day operating problems to ensure efficient, effective use of assigned equipment and manpower. Although a large amount of time is spent on-site at various projects, greater emphasis is placed on project planning and project coordination activities. This class is expected to understand and use databases to capture and analyze information related to the maintenance of the water or wastewater system. This class is subject to 24-hour emergency call-out. An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. Supervision is received from the Water/Wastewater System Superintendent who reviews work through meetings, reports, and overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Engineering, Business Administration, Business Management, Organizational Management, or related field. Any combination of training, education, and experience equivalent to three years' full-time employment in the construction, maintenance, and repair of underground water or wastewater systems, including two years of lead/supervisory experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Water Distribution Assignment: Must possess Grade II Water Distribution Certification from Arizona Department of Environmental Quality (ADEQ) by application date. Must obtain a Grade III Water Distribution Certification from ADEQ within 12 months of hire or promotion date.

Water Supply Assignment: Must possess Grade II Water Distribution and Grade II Water Treatment Certifications from ADEQ by application date. Must obtain a Grade III Water Distribution and Grade III Water Treatment Certifications from ADEQ within 12 months of hire or promotion date.

Wastewater Assignment: Must possess Grade II Wastewater Collections Certification from ADEQ by application date. Must obtain a Grade III Wastewater Collections Certification from ADEQ within 12 months of hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Experience with database management and project management is highly desirable. Membership or affiliation with organizations such as the American Water Works Association (AWWA) and Arizona Water Association (AZWA) is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates and instructs others in the department on policies, procedures, training and safety procedures. Communicates with contractors, developers, engineers, inspectors, other City employees, outside agencies, vendors, etc., in order to coordinate utility repair and maintenance projects, resolve related problems, and provides project status and updates to Water Resources administrative staff. Prepares written reports, recommendations, correspondence, and performance appraisals. Communicates with the public in order to prevent, resolve, or minimize the impact of utility problems. Coordinates safety training programs for: confined space entry, lockout/tag-out, job safety analysis, personal protective equipment, bloodborne pathogens, motor vehicle safety, and traffic control. Coordinates employee training for employee's professional development.

Manual/Physical: Reviews work activities for adherence to plans and specifications, safety procedures, and standard operating procedures. Reviews the work products of others to ensure water distribution

and/or wastewater collection system equipment is installed, repaired, and maintained in compliance with City of Mesa and standard operating procedures. Operates a motor vehicle requiring a standard Arizona Driver's License in order to perform field inspections of job site conditions, work crews, and equipment to ensure compliance with the ADEQ, Maricopa County Standards, and other regulating organizations. Distinguishes colors for the purpose of identifying electrical wires when working on or around sewer lift stations, meter stations, etc. Detects toxic gases and explosive gases. Detects traffic sounds when working near moving traffic, and backup warning devices on moving equipment, sirens, etc. Attends Occupational Safety and Health Administration (OSHA) competent person training for overseeing activities with asbestos containing materials, and implements operating procedures for subordinates. Operates a variety of standard office equipment including a personal computer (PC) to perform tasks such as data entry, copying, word processing reports, etc. Prepares and/or updates maps, schedules, graphs, or similar charts in order to communicate to management. Meets scheduling and attendance requirements.

Mental: Directs, prioritizes, and evaluates the activities of personnel engaged in the installation, maintenance, repair, and servicing of City water supply facilities, water mains, services, valves, and fire hydrants; **OR** sewer cleaning, odor control, roach control, CCTV sewer line inspection, operation and maintenance of sewer lift stations, odor control facilities, and metering stations. Plans, schedules, and supervises program activities and personnel. Evaluates the work of subordinates and writes performance appraisals. Uses databases to track and schedule activities for repair and maintenance. Comprehends and makes inferences from written material. Analyzes utility problems and determines corrective actions. Works closely with the Water/Wastewater System Superintendent and Deputy Director - Water Distribution and Collections in reviewing reports and documents for adherence to plans, specifications, and policies, and participates in special studies relating to the operation and evaluation of the water distribution system. Ensures accurate information is entered into databases. Comprehends and analyzes water system information including reports, Electronic Mapping System viewer, maps, and quarter sections to: make decisions regarding which valves to open and close and the impacts on the system; trace valve isolation requirements and impacts; understand zone boundaries and zone interactions; direct pressure reducing valve operation and settings; and know normal operating pressures for all parts of the City within each zone. Participates in the long-range planning and design of water infrastructure replacement and maintenance projects. Participates in budget preparation for their specific sections. Coordinates work activities and program functions with other City departments. Performs mathematical calculations. Comprehends and makes inferences from written material in order to prepare reports. Understands and/or interprets blueprints, schematic drawings, and layouts. Learns job related material through on-the-job training or in a classroom setting.

Knowledge and Abilities:

Knowledge of:

the methods, policies, and procedures involved in City of Mesa purchasing of materials, supplies, equipment, and services;

tools, equipment, materials, and supplies needed for installing, maintaining, and repairing water lines, services, etc.;

methods and procedures used in water distribution, water supply or wastewater collection, system work; procedures for installing, maintaining, and repairing water mains and services, water valves and fire hydrants, wells, booster pump, pressure reducing, valves, and reservoirs;

City ordinances; and federal, state, and county rules and regulations applicable to water distribution or

wastewater collection systems;
pumping stations, metering and sampling stations, and odor control stations;
Arizona Blue Stake law;
contract administration for contracted sewer cleaning and roach control;
occupational hazards and safety equipment and procedures used when working on and around various utility lines;
traffic control procedures and practices utilizing barricades and traffic cones;
basic backhoe and related equipment operation procedures;
federal, state, county, and municipal rules, regulations, and ordinances pertaining to water distribution or wastewater collection systems;
PC programs used to create documents and input and track data;
PC based word processing, spreadsheet, and database programs; and
principles and practices of employee supervision, evaluation, and training.

Ability to:

coordinate the work of several crews involved in the installation, maintenance, and repair of the City's water supply facilities and water or wastewater collections systems by determining priorities, scheduling projects, obtaining necessary materials and equipment for the project, and assigning projects to specific crews based on expertise of crewmembers and type of project to be completed;
supervise the work of several crews by visiting the work site, inspecting the work in progress or the completed job, discussing problems encountered or anticipated with crew leader, determining procedures to resolve unusual problems, and noting observed job quality and work habits of crew members;
establish and enforce work standards and operating procedures to ensure that jobs are completed in a timely manner and in conformance with established specifications, industry regulatory requirements, and safety practices and procedures;
supervise subordinate employees by participating in hiring and discharge activities, preparing performance evaluations, initiating disciplinary actions, and serving as management's representative in the first step of the grievance process;
administer department work orders to manage cost for maintenance installations and repairs;
notify customers and affected parties of the nature, duration, and cause of water or wastewater service interruption, answering questions, and resolving customer problems or complaints;
prioritize work projects based on severity of the problem, potential danger to the public, potential loss to the City, and other pertinent factors;
prepare clear, concise written reports of work completed and/or problem encountered;
establish and maintain effective working relationships with contractors, subordinates, other City employees, and the general public;
monitor operating and maintenance budgets and assist in budget preparation;
prepare and submit changes to as-builts, valves, and fire hydrants to engineering and Geographic Information Systems (GIS) for updating databases;
ensure field crews are entering information on a daily basis into water distribution system databases including valves, fire hydrants, and line break history; and
establish and maintain effective working relationships with City officials, City employees, and members of the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the

work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Special Requirements 06/16

LW/st/th

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EEO-S/M

JOB FCTN-TEC

INCREMENTS 55-200

PAY GRADE: 53

IND-7520

SWORN-No