CLASS TITLE: WATER AND SEWER SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for supervising maintenance, construction and repair work involving a variety of City properties, utilities, facilities and performs other related assigned duties.

ESSENTIAL TASKS:
- Plans, assigns, coordinates and supervises crews in various maintenance, construction, repair and inspection activities involving utilities, facilities and equipment, large sluice gates, valves, flowlines and associated appurtenances
- Supervises the work of subordinates involved in the maintenance and repair of flow/pipelines, water and sewer structures, sewer and drainage systems, utilities, lakes and other water or sewer facilities
- Directs equipment operation, including excavation and hauling, mowing, grading and removal activities
- Supervises skilled and semiskilled workers engaged in carpentry, concrete, asphalt, plumbing, electrical, mechanical maintenance and welding activities
- Monitors and inspects new construction and renovation projects, expenditures, expirations and renewals
- Directs tree removal, landscapes settings, asphalt repair, and other maintenance functions as needed
- Directs the work of subordinates in ground excavation and monitors activities to ensure compliance with Okie One Call System
- Interviews, trains and evaluates subordinate personnel (in some positions)
- Provides written and verbal reports to management concerning work progress, operational concerns and planning assessments
- Completes and maintains various records, files and reports and verifies labor and material use
- 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
- Researches, investigates and writes equipment specifications
- Assists in developing and monitoring budgets (in some positions)
- Coordinates, monitors and enforces City policies
- Investigates injuries, incidents and accidents and resolves citizen complaints
- Monitors and enforces City policies
- Determines worksite safety equipment and practices and enforces safety policies to protect employees, citizens and facilities
- May monitor the work of contractors
- Reviews incoming work and establishes priorities for completion
- Formulates plans for emergency work projects
- Supervises and monitors section equipment preventive maintenance and repair program and other maintenance activities
- Assists in review of plans and specifications for new construction or rehabilitation
- May supervise scuba diving assignments (in some positions)
- Conducts pre-work and public meetings for companies bidding on City contracts (in some positions)
- Reviews existing maintenance contracts and writes new or edits existing specifications (in some positions)
- 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 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.

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 Operator's license; must obtain a valid Class "C" Oklahoma Water/Sewer License as issued by ODEQ within six (6) months 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); and/or scuba diving certification.

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 14, 2013