WATER DISTRIBUTION CONSTRUCTION SUPERVISOR

GENERAL DESCRIPTION: Performs difficult skilled and technical work supervising water workers and equipment operators engaged in the provision of new services; installation of water taps and repairs to service lines. This is work which involves coordinating and inspecting the work of water distribution employees in the performance of a wide variety of jobs which require technical knowledge or skill. Areas of work and standards to be met are developed by the employee, and work performed is checked in process and upon completion. This employee is under the direct supervision of the Assistant Water Distribution Superintendent and the general supervision of the Water Distribution Director. This position operates as third in command of the department and assists both the Director and Assistant Director in eithers absence. This employee also functions as a senior crew leader.

Performs intermediate skilled work operating dump trucks, medium construction equipment, backhoes, knuckle booms, sanitation trucks or equivalent equipment. This is skilled work in the operation of moderately complex specialized maintenance and construction automotive equipment. The work involves responsibility for the safe and efficient operation of assigned equipment. Employees in this class must have manipulative skill of a higher degree than employees of a lower class, and work in this class differs from that of the lower class of operator in that incumbents must operate heavier, more complex and specialized equipment, and several types of equipment within this category interchangeably. Supervision may be exercised over one or many laborers assigned to water distribution.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assists in checking and making water tap locations;
- Assists with one-call marking:
- Ensures staff is trained in all safety procedures and the on-going compliance with these procedures;
- Assists in maintaining compliance with OSHA standards with the department;
- Assists in employee accountability and disciplinary measures when needed;
- Assists with the coordination of tap locations with customer or developer;
- Assists with coordinating the activities of distribution crews;
- Assists when requested in reviewing plans for adequacy and future development;
- Assists in reviewing line extension requests and assists with cost estimation;
- Inspects work in progress to ensure conformance with instructions and quality;
- Performs or assists in performing more difficult or skilled tasks;
- Trains and instructs subordinates;
- Evaluates work and performance of subordinates;
- Periodically inspects vehicles and equipment to ensure proper care, maintenance, security, and Town policies are followed;

- Is knowledgeable in the proper use of equipment utilized in the activities and operation of the department;
- Assists in the coordination of duties and supervision of the Water Quality Specialist and the Distribution System Coordinator:
- Assists in short and long range planning related to the water system;
- Operates a rubber tire backhoe to trench, load and backfill in construction and maintenance activities;
- Operates track hoe to load trucks with materials, or for excavation, or other heavy equipment as needed;
- Instructs lower level operators in the finer points of operation and servicing of assigned equipment;
- Participates in work related to maintenance and construction activities; when the nature of work does not require constant operation of assigned equipment, employees in this class participate in general laboring tasks incidental to the job;
- Reports need for maintenance or repair of equipment;
- Must adhere to all State and Federal guidelines and permit requirements;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of methods, materials and techniques used in municipal public works construction projects; thorough knowledge of the water system for the Town, including location and size of mains, hydrants and valves; thorough knowledge of other special areas assigned; thorough knowledge of the occupational hazards and safety precautions of the work; ability to read and interpret blue prints; ability to assign and supervise the work of others; thorough knowledge of operating instructions and proper maintenance of equipment and vehicles used in the department; general knowledge of traffic laws and other regulations governing automotive equipment operation general knowledge of computer operation to include Microsoft office; dependable.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED. Possession of an Associate's Degree from an accredited community college or technical school and considerable experience in the water/sewer construction and maintenance area; or any equivalent combination of experience and training which provide the required knowledge, skills and abilities. Employees in this class must possess Water Distribution II and Cross-connection certification issued by the State of Tennessee. Employees in this class must possess a valid Tennessee Commercial Driver's License.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This position description should not be construed as an all-inclusive statement of every task required of this position but as a fair representation

of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

Environmental Requirements: Task may require frequent exposure to adverse environmental conditions. Task may involve exposure to noise, hazards, chemicals and inclement weather.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 10
Non-Exempt
October 19, 2018