

UTILITY OPERATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning and supervision of the operations of potable water distribution and sewer collection systems. Work is performed under the general supervision of the Executive Director, exercising independent judgement in planning and supervising daily activities. Supervision is exercised over all employees in the Utility Operations Group.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans, supervises, reviews and participates in the work of staff responsible for water distribution and sewer collection systems;
- Establishes methods for providing water and sewer maintenance services;
- Makes recommendations for changes and improvements to existing standards, policies and procedures;
- Participates in the selection of water and sewer maintenance staff; provides and/or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures;
- Participates in the preparation and administration of the division's budget and monitors expenditures;
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement;
- Investigates complaints and recommends corrective action as necessary to resolve problems;
- Oversees water sample collection; verifying samples are current;
- Accompanies regulatory agencies on field inspections;
- Attends and participates in professional group meetings to maintain awareness of new trends and developments in the field of water and sewer systems and their maintenance/ operation;
- Incorporates new developments as appropriate into policies and procedures;
- Performs the most technical and complex tasks of the work unit;
- Maintains records and prepares reports concerning operations and programs;
- Coordinates with contractors in providing contract services;
- Solicits and collects bids for new equipment/supplies and contracted maintenance work;
- Performs various related duties

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS:

Thorough knowledge of the practices, tools and equipment used in the construction, maintenance and repair of water and sewer systems; good knowledge of water distribution and sewer collection systems; good knowledge of safety practices; good knowledge of local, state and federal laws, ordinances and rules; ability to read and work from plans and sketches; ability to plan and supervise the work of others; ability to communicate clearly and concisely, both orally and in writing; ability to respond to emergencies; ability to understand and carry out oral and written directions; ability to maintain simple records; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND five years of experience in the field of plumbing or in the construction, operation or maintenance or repair of water distribution systems and hydraulics in which at least three of the years must have been in a supervisory capacity.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

Possession of Grade C and D Water Distributions System operator certificates issued under the provisions of the New York State Sanitary Code. Possession of the certificate is required at the time, and for the duration of appointment. A Commercial Drivers License will be required to be obtained within one year of employment.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT:

Possession of a valid backflow prevention device tester certificate issued under the provisions of the New York State Sanitary Code.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of an appropriate New York State Driver's license at the time, and for the duration of appointment.