



CLASSIFICATION TITLE: Water Maintenance Supervisor	JOB NUMBER: 7140	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Water Manager	PAY GRADE: 22	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs difficult skilled technical work planning, scheduling and directing the installation, maintenance and repair of the water distribution and irrigation systems and related work as apparent or assigned. Work is performed under the general direction of the Water Manager ("supervisor"). Continuous supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Plans, schedules and directs the installation, maintenance and repair of the City's water distribution and irrigation systems; resolves concerns, complaints or design criteria needed to develop water main or system extensions to maintain safe drinking water.
- Coordinates, monitors and provides technical input for assigned water utilities, systems maintenance, operations and related projects and programs; performs a variety of records maintenance duties with computer systems.
- Supervises and evaluates the performance of assigned staff; interviews and recommends employees for hire; recommends merit increases, transfers, reassignment, termination and disciplinary actions; inspects and verifies assigned staff timecards; plans, coordinates and arranges for appropriate training for subordinates; develops and delivers division safety training and direction to crew to implement the City's Accident Prevention Plan; oversees and contributes to review of safe work practices.
- Assist in the preparation of the division budget; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness ensures



compliance with applicable codes, specifications, work orders, time schedules, regulations and standards.

- Coordinates work with contractors and departments to develop and assign work schedules for installation and maintenance activities such as excavating and back-filling trenches, installing and repairing water mains and related elements and installing or replacing new services to customers; prepares back-up schedule.
- Supervises the maintenance and repair of large irrigation systems, including spring start-up and winter shutdown of systems; directs the repair of irrigation systems and facilities, including pumps, valves, and pipelines and peripherals.
- Plans, schedules and directs the activities of the Meter Maintenance Program, including testing, repair, AMI, and exchange of meters.
- Coordinate and planning with engineers and contractors on City water projects, review construction plans and provide comments and feedback to engineering, participate in pre-construction meetings and provide professional feedback to engineers.
- Analyzes material inventories and determines needed supplies; requisitions materials as needed; assures proper and accurate inventory levels; prepares and maintain records and daily logs of water service activities and purchases; prepares and submits regulatory reports as required. Investigates damage claims for water line malfunctions; supervises the repair of leaks and line breaks in water pipelines; recommends proper methods of installing and renovating water lines and services including fire hydrants.
- Schedules and monitors repair of division vehicles.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff,
- Principles and practices of budget development and administration.
- Installation, maintenance and repair procedures, practices and methods.
- Operation, use and care of hand and power tools and specialized equipment.
- Layout, operation and activities of water systems.
- Policies and objectives of assigned city systems and activities.
- Health and safety practices and procedures.
- Water hydraulics principles.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.

- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

Skills and abilities to:

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Train, supervise and evaluate assigned personnel.
- Plan, schedule, prioritize, and direct staff in the duties in the installation, maintenance and repair of the City's water distribution system.
- Ensure work projects are completed according to codes, specifications and timelines.
- Assess systems for maintenance and repair needs.
- Maintain records and reports related to work performed.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices and health and safety regulations.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Valid Department of Health Cross Connection Control Specialist and Water Distribution Manager IV Certifications upon hire date.

EDUCATION AND EXPERIENCE

High school diploma or GED and three (3) years of increasingly responsible water distribution system maintenance, construction, or operations experience, including at least one (1) year in a lead or supervisory role.

COMPETENCIES

Supervisory

- **Foster Teamwork**: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to

address relevant issues.

- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to

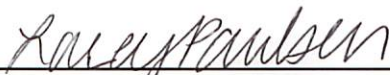
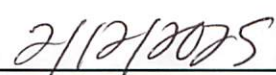



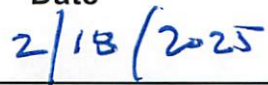
successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 25 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date