



City of Klamath Falls

Position Description

Position: Water Distribution Supervisor	Group: Non-represented
Department/Div.: Public Works/Water	FLSA: Exempt
Reports to/Evaluated by: Water Division Manager	Salary Grade: 124

Summary

Provides general supervision of all infrastructure maintenance and improvements for the Water and Geothermal Utilities including implementation of the capital improvement program, standards, preventative maintenance programs and in-house construction activities. Planning and coordinating efforts of staff engaged in the daily monitoring, testing, and operation of production wells, pumping facilities, reservoirs, telemetry and other system appurtenances.

Distinguishing Career Features

The Water Distribution Supervisor is a working supervisor, accountable for the performance of work crews who maintain, clean and repair the City’s water distribution systems. The Supervisor is considered an exempt supervisory position and has responsibility, along with the Water Distribution Manager, for performance management of staff within the division. Advancement to this position is based on need and through appointment and compliance with required qualifications.

Essential Duties and Responsibilities

- Supports the Water Distribution Manager by assisting with determination of course of action and coordination of activities in the event of emergencies, such as power loss, equipment failures, and pipeline breaks.
- Assists with reviews and evaluates water reports, records, logs, and graphs to confirm adequacy of present and projected water needs.
- Plans, organizes and manages activities and staff involved in transmission and distribution pipeline construction, improvements and maintenance in the water and geothermal systems.
- Determines necessary resources to accomplish required work and ensures adequate staff and support services are available to operate, maintain, expand and upgrade the utility system.
- In combination with Water Division Manager is directly responsible for the successful

execution of establishment, monitoring, and ensuring annual water programs, such as flushing, valve turning, hydrant inspection, and meter change out.

- Supports the Water Division Manager in the preparation of the biennial program budget and Capital Improvement Program. Directly responsible for the successful execution of Capital Improvement Plan projects.
- Plans, organizes and manages skill development and training priorities for staff involved in potable water and geothermal improvements and system maintenance.
- Works directly with other Divisional staff to successfully achieve the Division's mission to ensure reliable delivery of potable and geothermal water to its customers.
- In combination with Water Division Manager is directly responsible for establishment, monitoring and ensuring that infrastructure improvements are managed within the approved budget guidelines.
- Supports the Division Manager in the preparation of reports and/or presentations made to City management, Council, committees and subcommittees.
- Represents the City at various public meetings and on customer service issues.

Qualifications

- **Knowledge and Skills**

The position requires knowledge of principles and techniques utilized in managing the operations and maintenance of water systems; familiar with standards employed by the water industry and the ability to apply industrial trends to local operations. Requires knowledge of the principles of developing productivity and reviewing the performance of teams and individuals. Requires knowledge of occupational hazards and safe work practices sufficient to conduct training and observe work behavior in the field. Requires sufficient knowledge of and skill at using personal computers, common desktop software, and specialized mapping programs. Requires sufficient math skills to prepare cost information for budgets. Requires sufficient human relation skills to work as part of a team, review performance, resolve conflicts, conduct training, and demonstrate courtesy to customers. Skill in defining problems, collecting data, establishing facts, and drawing valid conclusions. Skill in communicating highly technical concepts to technical and non-technical staff, community leaders, elected officials, and the general public in a professional manner.

- **Abilities**

Requires the ability to plan, organize, prioritize, supervise, establish work standards, review performance, and train others in a variety of work in the assigned as well as related areas of work. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry; good math ability at junior college level in science or mathematics. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

- **Physical Abilities**

Requires the ability to function indoors in an office environment and outdoors engaged in work of a moderately active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to demonstrate use or operate common tools used in public works construction and maintenance, operate rolling stock, and use a computer keyboard and other office equipment. Requires the ability to lift and/or move up to 60 pounds regularly and 75 pounds occasionally. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

- **Education and Experience**

Must possess thorough technical knowledge and experience with water distribution systems for a municipal water utility. Requires an associates degree in allied sciences, chemistry, engineering, water distribution, water treatment plant operations, environmental technology or related field, and five (5) years of progressive experience in the operation, maintenance and/or construction of water supply and distribution systems. Additional experience and training may substitute for some higher education.

- **Licenses and Certificates**

Must obtain and maintain a valid Oregon driver's license. Certification as Oregon Water Distribution Operator Level III is required. See OAR 333-061-0235 for specific education and experience required for Level III. Demonstrated ongoing training in water systems.

- **Working Conditions**

Work is regularly performed indoors and outdoors where significant health and safety considerations exist from exposure to fumes and septic conditions, wet and/or humid conditions, temperature variations, toxic or caustic chemicals, and dangerous equipment.

- **Pre-Employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.