



respect - Communication - Integrity - Teamwork - family

WATER SUPERVISOR

DEPARTMENT: Public Works/Water

GRADE: M-3

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Under the administrative direction of the Water/Geothermal Utility Manager this position 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 operations of production wells, pumping facilities, reservoirs, telemetry and other system appurtenances.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Supports the Water/Geothermal Manager for determining course of action and coordinating activities in event of emergencies such as power loss, equipment failures, pipeline breaks.

Supports the Water/Geothermal Manager 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 ensure adequate staff and support services are available to operate, maintain, expand and upgrade the utility system.

Directly responsible for the successful execution of establishing, monitoring, and ensuring annual water programs such as flushing, valve turning, hydrant inspection, and meter change out.

Supports the Division Manager in the preparation of annual budgets and the annual Capital Improvement Program. Directly responsible for the successful execution of the adopted capital program.

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.

Directly responsible for establishing, monitoring and ensuring that infrastructure improvement are managed within approved budget guidelines.

Supports the Division Manager in the preparation of reports and/or presentations made to City management, Council, committees and subcommittees.

Represent the City at various public meetings and on customer service issues.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include involvement in training employees; planning, assigning, and directing work; appraising performance and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or experience:

Must possess thorough technical knowledge and experience of water distribution systems of a municipal water utility.

Requires a Bachelor's degree in engineering, environmental technology or ten (10) years of progressive experience in the operation, maintenance and/or construction of water supply and distribution systems.

Certificates/licenses:

Certification as Oregon Water Distribution Operator Level III is required with Level IV being preferred (or equivalent reciprocity). Demonstrated continued training in water, through attendance/completion of short courses, seminars, or formal classes.

Must obtain and maintain a valid Oregon driver's license.

PRE-EMPLOYMENT

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

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles and techniques of 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; principals of developing productivity performance measurements

Skill in:

Communicating highly technical concepts to technical and non-technical staff, community leaders, elected officials, and the general public in a professional manner. Ability to write in a clear and succinct manner, manage and coordinated work of professional, para-profession and non-professional support staff.

Language skills:

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical skills:

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 a Junior college level in science or mathematics.

Reasoning skills:

Define problems, collect data, establish facts, and draw valid conclusions; gather relevant information, evaluate such information, and present solutions and/or proposals in a clear, concise manner, verbally and/or in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions year round. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

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.

