



CLASS SPECIFICATION

Class Code: 15828
Date Est: 1/2007
Last Rev:
Last Title Chg:
FLSA: Exempt

SUPERVISOR UTILITY WORKER

DEFINITION

Under direction, plans, supervises and assigns the work unit involved with the installation, operation, maintenance and repair of water and reclaim water and sewer facilities and equipment; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years experience, with at least one year in a lead worker or supervisory position, in the installation, operation, repair, and maintenance of water, wastewater and reclaim facilities which included experience operating a backhoe and dump truck; OR an equivalent combination of training and experience. See license section for additional requirements.

LICENSE OR CERTIFICATE

Possession of a valid Class A Commercial Driver's License (CDL) with an endorsement for hazardous materials required at the time of appointment.

Employees with CDL's in this class are subject to drug and alcohol testing under the following conditions: reasonable cause, post-accident, random, return to duty and follow-up.

Possession of a Nevada water distribution certificate level D-3 required at the time of appointment.

Nevada water distribution certificate level D-4 must be achieved within three test cycles after meeting the minimum requirements set forth in NAC 445A.633 to continue employment.

Nevada water treatment certificate level T-2 must be achieved within three test cycles after meeting the minimum requirements set forth in NAC 445A.633 to continue employment.

SUPERVISION EXERCISED

Exercises direct supervision over technical support staff, responsible for hiring recommendations, work assignments, evaluations, training, discipline, and work review.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise Utility Workers in the installation, maintenance, repair, and operation of water treatment plants, pumping facilities, reclaim facilities, storage tanks, wells, chlorinating systems and connecting infrastructure.

Supervise assigned staff, providing training, work assignment and review, employee discipline and performance evaluations.

Interact with customers exercising public relations regarding concerns or complaints.

Ensure safe excavation during emergency repairs and routine work.

Ensure proper backfill of repair operations.

Mark out utilities for underground locates.

Consult blueprints, specifications and sketches to plan and layout jobs, determining appropriate materials, parts and equipment required to complete jobs.

Conduct preliminary walk-thru inspections on new sewer, water, and reclaim construction.

Complete "as built" drawings, report on finished work and update system maps.

Assist professional staff with testing and special projects, including the collection of water samples for laboratory analysis.

Operate and maintain a computer maintenance database for information retrieval such as inventory records, work schedules, and annual labor, materials and equipment use and requirements.

Draft and check work orders and activity reports.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of supervision.

Methods for the safe handling of toxic materials such as commercial solvents, printer inks, and chemicals in accordance with OSHA and EPA standards.

Methods, procedures, materials, and equipment used in water and sewer systems work.

Safety standards of the trade.

Basic mathematics.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Plan and organize work and train subordinates.

Analyze data, including the evaluation of job costs, preparation of bid specifications, and tracking expenditures.

Make calculations required to estimate necessary materials and labor requirements and order parts and supplies.

Skillfully operate a variety of heavy equipment used in the installation, maintenance, and repair of water and sewer systems.

Read and interpret instruction manuals, blueprints, sketches, and drawings.

Obtain water treatment, water distribution, and wastewater operator certifications as needed.

Interpret and apply regulations, policies, and procedures.

Operate a personal computer.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with division staff and representatives of other departments.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to frequently stand and walk. Ability to stoop, kneel, or crouch to pick up or move objects. Ability to walk on sloped ground and uneven surfaces. Ability to lift and move objects weighing up to 100 lbs with assistance. Normal manual dexterity and eye-hand coordination. Ability to work outdoors in varying temperatures and weather conditions. Ability to work under noisy conditions. Ability to work with exposure to grease, oils, fumes, smoke, gasses, solvents, chemicals, pesticides, dust, and silica. Ability to work on ladders and/or scaffolding. Ability to work in confined spaces. May be required to be on standby and respond to emergency calls during off duty hours.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date July, 2006