



# City of Tempe

## WATER UTILITIES SUPERVISOR (SBP)

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	229	<i>FLSA Status:</i>	Non-Exempt
<i>Department / Division:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$31.687500
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$42.777885
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Utilities Supervisor (SBP)
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Service Maintenance

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from the Water Utilities Operations Manager or from other management staff.

Exercises direct supervision over assigned staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of experience in the installation, maintenance and/or repair of water and/or wastewater systems for a utility. One year of lead or supervisory responsibility is preferred
<i>Education:</i>	Requires the equivalent to an Associate's Degree from an accredited college or university or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a Grade III Water Distribution Operator Certificate and Grade III Wastewater Collection System Operator Certificate issued by the State of Arizona.</li> <li>● Must obtain a Grade IV Water Distribution Operator Certificate and Grade IV Wastewater Collection System Operator Certificate issued by the State of Arizona within 12 months of hire or promotion date.</li> <li>● Must possess and maintain a valid driver's license.</li> <li>● Possession of a valid Arizona Commercial Driver's License is preferred.</li> </ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To supervise and coordinate the installation, maintenance, and repair of the City's water distribution and wastewater/stormwater collection systems, and to manage and provide oversight to the administration of related contracts. Perform a variety of technical tasks related to assigned area of responsibility.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide a high level of customer service to all Tempe residents and other parties impacted by water, wastewater and stormwater services.
- Plan, organize, and supervise work crews in the installation, maintenance and repair of water mains, water valves, fire hydrants, water lines, meter vaults and boxes;
- Plan, organize, and supervise work crews in the operations, maintenance, and repair of collection system pipelines, closed circuit television sewer line inspection, reclaimed lines, lift stations, siphon and diversion structures, meter stations, and odor and corrosion control facilities;
- Provide pro-active performance planning utilizing performance management tools;
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Follow skill based pay program guidelines and educate employees of the program and expectations;
- Serve as a subject matter expert (SME) per the Multi-Skilled Workforce Program and specifically for skill block training, evaluation and administration of the program; assist in on-the-job training for employees pursuing skill blocks and evaluate as appropriate;
- Assist with work section budget; monitor, review, approve and control expenditures;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Ensure safety regulations and safe work practices are observed at job sites including traffic/barricade compliance, proper trenching and shoring procedures, and competent person and confined space entry procedures;
- Assist and coordinate staff training programs and compliance with existing training and/or certification requirements;
- Ensure the proper tools, supplies, training, and other resources are available to aid in efficient crew deployment;
- Conduct preventive maintenance planning using generally accepted industry asset management standards;

- Respond to requests and inquiries from the general public and other city departments; investigate complaints and recommend corrective action as necessary for resolution;
- Use Computer Maintenance Management System (CMMS) and other software programs to monitor and manage assets, data, and work activities for area of responsibility;
- Evaluate operations and activities in assigned areas of responsibility; perform analysis of methods and procedures and recommend improvements and modifications;
- Interpret, explain, and enforce federal, state, county, and city laws, rules and regulations on issues concerning OSHA, EPA, and ADEQ to maintain compliance;
- Inspect and approve or recommend disapproval of water taps, sewer taps, or water service installations by contractors or inspect any other type of water or sewer appurtenances installed by contractors as requested;
- Demonstrate superior seamless customer service by coordinating workgroup activities with other divisions, city departments, and outside agencies with the commitment to innovation and integrity;
- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data; and benchmark core industry functions against other local and national industry functions;
- Join and participate in local and national industry organizations; research and evaluate new ideas, concepts, products, services, and equipment options; make recommendations and assist in implementation of the aforementioned;
- Produce written documents that meet management expectations regarding content and formatting;
- Represent utility services section to outside groups, other city divisions, customers and business partners;
- Serve on rotating list for Supervisor Standby duties;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Operate city vehicles (full size pick-up trucks, dump trucks, and tanker trucks);
- Operate city equipment (i.e. backhoe, etc.).
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.);
- Climb stairways, ladders, and work on elevated structures (or subterranean);
- Traverse uneven surfaces;
- Other physical labor essential to the classification;
- Operates computers, calculators and other office machines;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May require working extended hours;

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective February 2002</i>  <i>Written March 2003</i>  <i>Revised October 2006 (update duties)</i>  <i>Revised December 2010 (title change; report to Water Distribution &amp; Collection Mgr)</i>  <i>Revised March 2015 (title change; update job duties and minimum quals)</i>  <i>Revised September 2017 (update job duties and minimum quals)</i>  <i>Revised January 2018 (added the driver's license statement and range adjustment)</i>  <i>Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)</i></p>