



City of Tempe

IRRIGATION SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	265	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$31.379808
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$42.362981
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Public Works Supervisor
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from an assigned area manager and/or other managerial staff.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of water system maintenance, installation and repair experience. One year of lead or supervisory experience is required.
<i>Education:</i>	Equivalent to the completion of an Associate’s Degree related to the core functions of the position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Possession of Arizona Department of Environmental Quality (ADEQ) Wastewater Collection and/or Water Distribution Certifications is preferred.

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 plan, assign, supervise and coordinate the maintenance of the City’s infrastructure systems including, but not limited to, irrigation or storm drain line maintenance, construction and repair activities, as well as staff involved in the administration of related contracts. Perform a variety of technical tasks relative 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.
- 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.
- Provide pro-active performance planning utilizing performance management tools.
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals.
- Recommend and assist in the implementation of goals and objectives; implement policies and procedures.
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required.
- Respond to requests and inquiries from the general public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate irrigation/storm drain maintenance activities with other divisions and departments as well as outside agencies and contractors.
- Ensure proper water shut downs during irrigation/storm drain construction and maintenance activities as well as emergency irrigation and storm drain breaks.
- Arrange for photographic and videotaping services of irrigation system components for evaluation by contractors and staff. Ensure required federal safety guidelines are met.
- Coordinate and perform investigations and inspections of storm drain, and irrigation system infrastructure.
- Establish and maintain a computer-based operation and maintenance program for the City's irrigation system.
- Negotiate resolutions of problems and contractual agreements, both internal and external to the organization.
- Design and maintain customer service data, publish Irrigation Newsletter and maintain Irrigation web page.
- Provide information to mapping staff to ensure proper mapping of underground irrigation/storm drains and related records.
- Check facilities and equipment for needed maintenance and repairs; implement and monitor a preventative maintenance program.
- Prepare work section budget; monitor, review, approve and control expenditures including purchases.
- Inspect the work of crews while in progress and upon completion.

- Schedule and coordinator water orders with SRP for irrigation runs.
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work.
- Perform work and operate a variety of equipment as required utilizing proper safety precautions related to all work performed.
- Delegate tasks to the appropriate staff.
- Develop and maintain robust asset management plan.
- 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 such as full size pick-up trucks;
- Use power tools (i.e. push mowers, jackhammers, drills, chainsaws, etc.);
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Operate city equipment.

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> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective February 2000

Revised August 2001

Revised April 2002 Certificates

Revised April 2006 (Exempt to Non-Exempt Status & title change – from Water Systems Supervisor)

Revised Feb 2011 (Revised Driver's license requirement)

Revised March 2013 (Revised job duties and MQ's)

Revised January 2017 (added physical/mental activities)

Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)