

TOWN OF PARKER

JOB DESCRIPTION WATER SYSTEM SUPERVISOR

Definition: Under general supervision, supervises and performs skilled and semi-skilled tasks in the operation and maintenance of the Town's water systems.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge's, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks:

Performs field work including supervising all water division staff with installing new services, water meters, water mains and backflow prevention assemblies; assists in conducting the monthly meter reads, rereads, shutoffs and meter repairs and troubleshooting; performs Arizona 811 locates as needed; performs main and service line repairs; performs main line valve replacements and valve exercising program; performs fire hydrant installations and repairs; operates, repairs and monitors the tablet chlorinator systems and chlorine residual analyzers; operates, repairs and monitors multiple well systems; maintains and repairs water storage systems and pressure tanks; operates, repairs and monitors all water distribution system pumps; operates, repairs and monitors the SCADA system; maintains and updates ArcGIS for the water system; maintains records and reports of operational activity and laboratory test results; maintains water system inventory for all water system components and performs annual inventory audit; performs customer service requests and responds to complaints as needed; collects and submits results monthly, quarterly, semi-annually, annually and requested additional water samples as needed; solicits companies, contractors for repairs and parts then monitors their work.

Performs a variety of administrative and technical tasks in operating the water system including following the EPA, ADEQ, AWWA and Town policy; schedules and assigns tasks to water division staff; oversees the backflow prevention program for compliance per Town policy; performs annual performance reviews for water division staff; participates in setting and developing goals and objectives; responsible for employee training, development and disciplinary action; monitors and administers the budget.

Knowledge, Skills, and Other Characteristics:

- Knowledge of the principles and practices of effective employee supervision, management and discipline.
- Knowledge of methods and techniques of leadership and training.
- Knowledge and skill in establishing and maintaining effective working relationships with town staff and the public.
- Knowledge of basic principles and procedures used in the operation, maintenance and repair of wells.
- Knowledge of sampling procedures and techniques.
- Knowledge and skill in operating and maintaining a water distribution system.
- Knowledge and skill in operating a backhoe, air compressor, generator, valve exerciser, vacuum utility trailer, light and heavy duty compaction equipment.
- Knowledge and skill in the installation of thrust blocks.
- Knowledge and skill in the operation of hand tools, power tools, diagnostic tools and equipment.
- Knowledge in the use of maintenance management software programs.
- Knowledge of guidelines related to vehicle and equipment operations and maintenance.

- Knowledge of safety methods and regulations pertaining to the work zone traffic control, trenching and potholing.
- Knowledge of inventory control, record keeping methods and computer applications related to the work.
- Skill in following oral and written instructions.
- Skill in working outdoors in all weather conditions while performing vigorous physical activities.
- Ability to lift up to 100 pounds, kneel, stand and be on foot for a long period of time.
- Ability to respond to water system emergencies after hours

Qualifications: Five (5) years experience in the operation of a water distribution system. Three (3) years supervisory experience. Valid Arizona Driver's License. Active ADEQ Grade II Water Distribution and Treatment Certifications. Obtain Backflow Prevention Assembly Tester Certification upon hiring.