



Water Distribution Supervisor Hawkinsville, Georgia

JOB SUMMARY

This position is responsible for supervising the construction, repair and maintenance of the city's water distribution system.

MAJOR DUTIES

- Repairs water mains and service lines.
- Operates and maintains backhoe and other job-related equipment.
- Makes water taps for new customers.
- Enforces safety standards at work sites.
- Cleans and stocks assigned vehicle.
- Responds to customer calls for service.
- Installs, replaces and repairs water meters.
- Maintains and replaces fire hydrants.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and city policies and procedures, including personnel policies and procedures.
- Knowledge of city geography, including street and utilities locations.
- Knowledge of safety policies and procedures pertaining to the repair and maintenance of water lines, mains, meters, and related components.
- Knowledge of methods, materials, procedures, and standard practices of water distribution system construction, maintenance, and repair.
- Knowledge of equipment and tool operation and maintenance practices.
- Knowledge of traffic laws and rules involved in vehicle and equipment operation; and basic traffic control/barricade procedures.
- Skill in the installation, maintenance, and repair of water lines, mains, meters, and related components.
- Skill in the use of tools such as concrete saws, jackhammers, tampers, boring tools, pipe locators, pipe cutters, and various hand tools.
- Skill in operating a backhoe, trencher, and front-end loader.
- Skill in performing preventive maintenance on equipment.
- Skill in planning, assigning, inspecting, and supervising the work of other employees.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Utilities Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department rules and regulations, policies and procedures, relevant federal and state laws, safety regulations, and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and technical duties. The necessity of maintaining safe working conditions contributes to the complexity of the work.
- The purpose of this position is to oversee the department's water distribution system service, repair, and maintenance operations. Successful performance helps ensure the efficient and effective provision of water services to the citizens of Hawkinsville.

CONTACTS

- Contacts are typically with department personnel, other city employees, vendors, and the general public.
- Contacts are typically to give or exchange information, provide services, and motivate personnel.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors at work sites. The employee may be exposed to inclement weather, and machinery with moving parts. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Water Distribution Department Personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of a valid state issued driver's license for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.

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