

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Water Supervisor
DEPARTMENT: Utilities & Engineering
FLSA STATUS: Non-Exempt

GENERAL PURPOSE:

Performs supervisory level work in support of the City's Water Division within the Utilities and Engineering Department. Responsible for facilities and systems which deliver an adequate supply of safe potable water to all customers within the City's water service area. Supervises Water Division personnel and oversees contracted water projects within the capital improvement program. Position typically supervises a small to mid-size team of employees and typically schedules day-to-day work activities to optimize efficiency and productivity. Position requires a thorough understanding and application of principles, theories and concepts in the assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises and schedules the daily operation and maintenance activities in the Water Division
- Supervises the installation, maintenance, troubleshooting and repairs of the City's water mains, service lines, fire hydrants, storage/repump stations, water meters, backflow prevention devices, valves and flushing devices
- Manages and monitors work performed by in-house personnel and contractors working for the City
- Creates and schedules daily, weekly and monthly assignment of work orders and preventative maintenance
- Trains subordinate personnel in the construction, installation, maintenance, troubleshooting and repair of the City's water distribution system
- Oversees the sampling and monitoring of water quality compliance issues within the water distribution system and prepares and submits reports for submittal to local, state and federal regulatory agencies
- Investigates and resolves customer complaints related to the drinking water system and prepares related reports
- Participates actively in the Emergency Callout Program with responsibility for all water distribution issues

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- Performs and monitors storage/repump operation using the Supervisory Control and Data Acquisition (SCADA) system
- Reviews specifications, reports, contract documents and drawings related to Utility Operations from contractors, consultants, and engineers
- Attends scheduled meetings with contractors, engineers and consultants
- Responsible for procurement and purchase of replacement stock materials and supplies for the Water Division
- Requests purchase orders for capital improvement projects
- Coordinates asset management with the Information Technology department utilizing the Geographic Information System (GIS) to reflect field conditions
- Participates in the development of the annual operating budget and capital improvement program (CIP)
- Trains subordinate personnel in the construction, installation, maintenance, troubleshooting, and repair of the City's water distribution system
- Provides support to other divisions as requested by Utilities and Engineering Senior Management
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED and technical training in related discipline supplemented by six (6) or more years' of experience in water distribution system management and operations. An equivalent combination of education, certification, training and/or experience may be considered.

Must possess a valid Florida Commercial Driver License (CDL) Class B or higher.

Must possess all of the following certifications and/or licenses: Florida Department of Environmental Protection (FDEP) Class II License; Florida Water and Pollution Control Operator's Association (FWPCOA) Water Distribution Level 2 Certificate; ASSE Backflow Tester Certificate; and Confined Space certification.

Experience in Supervisory Control and Data Acquisition (SCADA) preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of occupational hazards and ability to implement all necessary safety precautions
- Advanced knowledge of tools, equipment, technology, and techniques used in the construction, maintenance and repair of water distribution systems and related facilities
- Skill in providing good customer service
- Ability to make sound decisions based on City ordinances and department policy
- Ability to train and provide leadership to subordinates
- Ability to read and comprehend construction plans and contract documents
- Ability to respond to and stay at the workplace for extended periods of time during emergencies, as required

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- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to actively participate in City's Emergency Callout Program

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time at a keyboard or work station and extended periods of standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date