



## **Village of Suamico**

### ***Job Description***

**POSITION TITLE:** Supervisor- Water/Sewer Utility

**REPORTS TO:** Director of Public Works

**EMPLOYMENT CATEGORY:** Exempt

#### ***General Nature of Position:***

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Supervises and coordinates the Water Department, Sewer Department, utility employees, employee work tasks, and utility maintenance projects. Assigns and reviews work of water/Sewer utility employees. Assesses utility problems and determines appropriate actions. Works with contractors including obtaining quotations, developing work scopes, and inspection of the maintenance work. Work closely with the DPW including daily meetings and communication. Performs routine operator work as needed.

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#### ***Duties & Responsibilities:***

1. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.
  - Supervises and coordinates water/sewer utility maintenance projects, utility employees, and employee work tasks.
  - Assigns and reviews work of utility employees.
  - Serves as person on-call during scheduled rotation of water/sewer department staff and may need to respond to other emergencies on week nights and weekends.
  - Assists in planning and provides a lead role in implementation of utility projects. This includes problem identification, developing project scopes,

preparing preliminary layout of project utility work, and preparing cost estimates.

- Assists the DPW with annual budget preparation, ordering supplies, and equipment purchasing.
- Routinely communicates and prepares reports to ensure EPA and WDNR regulatory compliance, including the Consumer Confidence Report (CCR) and other regulatory reports including the monthly electronic DMR report to the WDNR.
- Maintains records and documentation, and prepares the documentation for the Public Service Commission annual water utility report.
- Investigates customer complaints and resolves problems or recommends appropriate action.
- Oversees the annual water distribution system leak detection and the annual cross-connection inspection programs.

***Position qualifications:***

1. A 2-year associate degree in water supply and distribution, or an advanced degree in Environmental Science or Civil Engineering or related field, and a minimum of 5 years' experience in a water utility or public works and/or governmental supervisory management, in any combination, is required. Must possess a certified water operator license Grade 1. Must possess a valid Wisconsin Commercial driver's license. Any combination of equivalent experience, supervisory management, and education may be considered by the Village.

***Knowledge, skills and abilities:***

1. Ability to communicate effectively both orally and in writing is required.
2. Knowledge of the methods, practices, materials and equipment used in the maintenance and operation of water/sewer utility systems.
3. Must possess supervisory and organizational skills; and the ability to coordinate multiple employee work task assignments, coordinate overtime call-ins procedures, assign work tasks based on knowledge of employee skills, check on work progress and modify as needed to complete the work in a timely manner.
4. Ability to work cooperatively with others and to deal tactfully and effectively with the public; or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.

***Supervision/decision making:***

1. Makes recommendations regarding utility problem resolution, projects to be implemented, maintenance requirements, and personnel actions. Makes decisions on daily operations duties and tasks and implements. Makes decisions that affect the utility operations and budget. Receives general supervision and works alone on routine work using standard practices and procedures.
2. Oversees an experienced staff of 2 waterworks operators and 1 part time staff.

***Interaction:***

1. Frequent inside and outside contacts with co-workers, suppliers, immediate supervisor and residents. Contacts involve corrections or adjustments where some tact and diplomacy is essential to resolve problems.