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## JOB POSTING

### WATER SUPERVISOR FULL-TIME REGULAR

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#### INTERNAL & EXTERNAL POSTING

**Title:** Water Supervisor

**Salary:** DOQ

**BARGAINING:** None

**Supervision Received:** Public Works Director

**Supervision Exercised:** Water Department Personnel

**GRADE:**

**FLSA:** Non-Exempt **Department:** Water Department

**Revised** 03/2021

#### GENERAL PURPOSE:

Performs administrative and first-line supervisory duties related to planning, organizing, directing, and coordinating the day-to-day maintenance, repair and operations related to water supply, treatment, transmission, and distribution. Oversees installation, maintenance and repair of water system. Oversees and is responsible for the structured training and professional development of water department personnel.

#### ESSENTIAL DUTIES:

- Follows and enforces Personnel Policies and Procedures as set forth by the City of Belen;
- Supervises water maintenance personnel;
- Assures employees wear appropriate clothing;
- Plans, organizes, directs and oversees the administration of the water division with the city including all aspects of the water transmission and distribution system; monitors, reviews and approves design and work of contractors; updates and maintains standards for all water system projects;
- Responsible for compiling a 2-year water plan to include maintenance on water systems;
- Provides structured and systematic training to all water department personnel;
- Reviews employee performance, makes evaluations related to work quality and efficiency;
- Makes recommendations related to work advancement, dismissal and related personnel actions; participates in recruitment and selection processes, makes recommendations for hire;
- Directs trouble shooting as needed to manage emergency situations and complex problems encountered through day-to-day operations;
- Attends various training sessions and professional workshops to maintain current knowledge and information in water management;
- Apprises departmental officials, Utilities Director and managers as needed;
- Consults with experts to maintain industry state of the art operations and efficiency;
- Supervises division personnel; implements department policy and rules; informs personnel of new procedures and policy changes; conducts interviews for hiring of new employees;
- Disciplines subordinates and documents as necessary;

- Organizes and conducts department meetings; prepares work assignments, orients crew foremen to project details; provides guidance as to project specifications; deadlines, standards and methods of construction;
- Assists in the preparation of department budget; prepares projections of division needs related to personnel equipment and materials; predicts growth on existing systems, analyzes costs; formulates and implements plans for maintenance and orderly development;
- Requisitions for purchases of supplies and materials used in the installation and/or repair of water systems; verifies all costs incurred by the division;
- Establishes and maintains documentation, records, maps and related detail for all underground systems, including sewer, water and drainage systems; utilizes system maps and records during emergency operations; reviews monthly water samples and sends the report to the E.P.A. and insures necessary changes are made to achieve the desired results;
- Ensures and follows all safety requirements to protect employees and employer;
- Works closely with the Utilities Director on all new pumps, tanks, extension of lines and the compilation of reports and data on wells for all monthly, quarterly, and annual reports; assures reports are completed accurately and timely;
- Supervises inspection of city water including pumps, and other duties assigned by the Utilities Director; insures proper equipment maintenance;
- Establishes priorities to deal with emergencies and unanticipated needs; assigns manpower and material resources to various water related projects; inspects work sites for unusual problems or nonconformity to project specifications; investigates and resolves complaints;
- Responds to emergency calls (24)twenty-four hours a day; determines necessary personnel and materials needed to solve the problem;
- Ensures timely and accurate submission of payroll timesheets for department;
- Ensures that automated work order systems are used to improve efficiency and reporting
- Ensures that constituents affected by water outages for maintenance, repair or replacement, or for any other reason, are made aware of those outages and estimated completion dates and times
- Other related duties as assigned.

### **NON-ESSENTIAL DUTIES:**

May perform basic maintenance work on City property as assigned. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **QUALIFICATIONS:**

- Graduation from high school or GED equivalent;
- One (1) year of specialized training directly related to above duties provided through professional workshops, in-service courses, or college;
- Five (5) years of progressively responsible experience in a field directly related to above duties: two (2) years of which must have been in a lead worker capacity; or an equivalent combination of education and experience;
- At least one (1) year supervisory skill;
- Must possess a State Water System Operator certification, level 4;
- A valid New Mexico's Drivers license is required, prefer Commercial Drivers License (CDL);

- Considerable knowledge of water systems, principles of supervision; construction requirements for water and pumping systems; hazards and precautions associated with trench work and water and sewer fine construction; state or federal regulations governing installation and maintenance of water systems; budget preparation and fiscal management, working knowledge of interpersonal communication skills;
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public;
- Ability to analyze water/sewer system(s), identify problems and determine optimum solutions; make accurate decisions in emergency situations where consequences of error could be costly;
- Must be able to communicate effectively verbally and in writing;
- Plan and Organize work of subordinate personnel; evaluate employee performance and make related decisions for the good of city service; enforce related policies, procedures, regulations, and standards without partiality; develop effective working relationships with elected officials, public and private managers, department heads, subordinates and the public;
- Ability to work independently and to complete daily activities according to work schedule with little or no supervision;
- Must pass alcohol and drug test;
- Must be willing to work shift work, including weekends (be on call, 24 hours per day).

Applications and job descriptions are available at Belen City Hall, 100 South Main and on the city's website

<http://www.belen-nm.gov>

For more information, please call the Office of Human Resources at 505-966-2742.

**APPLICATIONS WILL BE ACCEPTED UNTIL APRIL 2, 2021**

The City of Belen is an Equal Employment Opportunity and a Drug Free Workplace Employer.