

CITY OF AUBURN
invites applications for the position of:
**Field Supervisor - Water
Distribution**



25 WEST MAIN STREET
AUBURN, WA 98001
HUMAN RESOURCES: 253-931-3040
JOBLINE: 253-931-3077
TTY: 253-288-3139

An Equal Opportunity Employer

SALARY

Monthly
\$5,278.00 - \$6,488.00

OPENING DATE: 02/03/11

CLOSING DATE: Continuous

DEPARTMENT: Maintenance & Operations

**POSITION
DETAILS:**

This is supervisory and technical work with responsibility for supervising staff in the day-to-day field activities associated with maintenance and operation of the portion of the City's water dealing with installation, maintenance and repair of the City's water transmission and distribution systems. Position also involved in planning activities for the utility.

**PRIMARY
DUTIES**

*Assists the division Manager with the following:

*Ensures the integrity and operation of the system on a continuous 24-hour basis; responsible for ensuring that the off-duty response resources are adequate to keep the system operational and to meet the city's level of service needs.

*Coordinates with other M&O division supervisors to ensure that continuous off-duty coverage of the systems are maintained and that a coordinated response to restore any service interruption is secured.

*Assigns, schedules, supervises, inspects, to ensure efficient, effective and quality day-to-day work of the staff engaged in the operation, maintenance, and repair of the City's water transmission and distribution systems. Tasks include, but are not limited to, construction, new services, tapping mains, installing lines, meters, meter boxes, and valves; proper and timely maintenance of water lines, fixing breaks and leaks; conducting distribution system performance analysis; repairs and rebuilds system components; conducting field inspections and testing for connections; maintenance of records; repair and maintenance activities (hydrants and water meters); verifying material and work quality.

- *Fills in during the absence of the Division Manager.
- *May fill in during the absences of other division supervisors
- *Assists with training (to include cross training) of division employees. Maybe required to cross train employees outside assigned division.
- *Responsible for writing and conducting work performance evaluations for those employees directly reporting this position; may assist with others in the division.
- *Assists with resolving work flow issues and conflict resolution, evaluates current practices, and suggests improved work methods and procedures, in conjunction with the Division Manager, to make more efficient use of staff and employees; implements approved changes.
- *Collects and analyzes data, generates reports, and implements activities in support of the utility, including developing and implementing preventative maintenance programs.
- *Investigates and responds to citizen inquires or complaints within policy limits. Responds promptly and effectively to emergency trouble calls. Communicates with the public regarding water distribution issues.
- *Maintains knowledge of proper operation and maintenance of equipment used in water transmission and distribution system maintenance, repair and construction.
- *Maintains knowledge of appropriate techniques and standards used in maintaining, repairing and constructing water transmission and distribution facilities, and the operation of the municipal and private water systems and their interrelation.
- *Maintains current working knowledge of the physical layout of the City's water system, to include utility easements and property rights. Provides GIS with data to update records and maps.
- *Interprets and uses drawings, standards, specifications, schematics and plans. May estimate labor or material costs from drawings or work plans.
- *Compiles information on fieldwork for office records.
- *Produces written documents using clearly organized thoughts, proper sentence construction, punctuation and grammar. Effectively communicates verbally.
- *Assists coordination of water utility projects with contractors; state, county and city agencies; organizations; and the general public as necessary. Coordinates with other supervisors to schedule commonly used equipment.
- *Maintains detailed accounting of personnel, material, and equipment costs.

*Administers and reviews emergency response.

*Ensures WISHA, OSHA and other applicable safety regulations are followed within the division. Ensures regularly scheduled safety meetings and reviews operations to identify and remove potential safety hazards. Ensures all safety equipment is available and in good condition. Ensures employees are knowledgeable of safety regulations, wear correct safety equipment, and practice safety procedures while working.

*May perform as a member of the City's negotiating team.

*Drives motor vehicles in performance of job functions requiring a current and valid driver's license.

May be required to perform all tasks and operate all equipment related to division operations.

*Ability to work evenings and weekends, as necessary.

*Regular, reliable and punctual attendance

*Works effectively under pressure and with frequent interruptions.

*Completes work and projects in a thorough and timely manner.

*Understands and follows directions from supervisor, posted work rules and procedures.

*Works courteously and effectively with public officials, citizens, contractors, vendors, developers, supervisor, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to City and department.

*Due to internal and external customer service needs, incumbent must be able to work a full time schedule, on-site (appropriate City work sites).

*Shows initiative in performing job functions.

*Performs related work as required.

* = Primary function.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent. Four years related field experience in public works construction, maintenance, and operation of water utility systems. One year lead/supervisory experience preferred. Municipal experience preferred.

Possess and retain valid state driver's license without impending loss at time of appointment. Class A commercial driver's license w/ tanker endorsement preferred.

Water Distribution Manager Level 3 Certification within one year required. Water Distribution Manager Level 4 preferred.

Valid First Aid and CPR Certification or the ability to obtain these may be required within six months of appointment.

**ADDITIONAL
INFORMATION**

Works both indoors in clean, climate-controlled workspace and outdoors with exposure to the elements, sometimes to inclement weather. Visits job sites that require walking on uneven, rocky, or rough ground. Performs physical activity including, but not limited to lifting, carrying and moving heavy objects; repeated walking, bending and stooping for long periods of time. Occasionally required to stand and reach with arms and hands, climb, balance, kneel, crouch, or crawl. May be required to lift and carry equipment or materials up to 50 pounds for short distances. Occasionally required to stand and reach with arms and hands. May be required to deal with irate or disgruntled individuals requiring the use of conflict management skills. Employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience and courtesy at all times.

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Field Supervisor - Water Distribution Supplemental Questionnaire

- * 1. You will be evaluated against the posted minimum and preferred qualifications. Please be sure your general application clearly reflects the posted qualifications. In addition, applicants will be evaluated against the following position responsibilities. You need to address these areas in order to receive maximum credit for your experience and training. Describe your municipal water system experience, including your experience supervising both union and unaffiliated employees.

- * 2. Describe your experience developing and managing: a. Annual Work Plans b. Weekly Schedules

- * Required Question