

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Water Sources Supervisor	<b>Job Code:</b> 2515
<b>Date:</b> November 25, 2015	<b>EEO Code:</b> SC
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service:</b> Covered (Unclassified)

**DEFINITION:** This is skilled supervisory and technical work with responsibility for the construction, operation, and upkeep of Provo City's water sources system.

**CLASSIFICATION STANDARDS:** The single position allocated to this class is responsible to the Water Sources Manager and performs all tasks under his/her general direction. The work of this class is distinguished by its responsibility to directly supervise and assign the daily work of a water systems operator crew.

**ESSENTIAL DUTIES:** Plan, supervise, and participate in the daily activities of water systems operators; supervise the repair of pumps, chlorinators, and telemetry equipment; oversee installation of meters; maintain pump houses, deep wells, reservoirs, spring areas, and pressure regulator stations; direct the use of valves to maintain balance in water distribution system; inspect water sources system to identify abnormal conditions and resolve complex operation issues; build and maintain fences around spring areas; inspect equipment daily and set replacement schedules; install, maintain, and operate telemetry equipment; install and perform maintenance on high voltage electrical motors; ensure safety standards are followed by all assigned personnel; ensure that work records are properly maintained by operators; clean reservoirs; perform general maintenance and upkeep work including painting, general construction, clearing brush, repairing spring boxes, pulling roots, and similar activities; perform all work of water system operators as needed.

Supervise, plan, and coordinate the work of assigned water systems personnel according to work orders and other priorities; ensure that work of crew is completed accurately, efficiently, and in compliance with established procedures; oversee daily activities of assigned staff to ensure that safety regulations are strictly followed; train assigned staff in applicable work policies, principles, and procedures; monitor employee productivity and work processes to identify training needs and inefficient practices; recommend and implement improvement changes to work processes; and inspect and supervise maintenance of equipment and tools.

Identify, evaluate, and resolve personnel issues; conduct performance appraisals and enact discipline and rewards as needed; assist with staffing decisions within the section including hiring and firing; assist section manager in preparing a timely and accurate budget for assigned area; order parts and supplies; maintain and review a variety of work records, reports, documentation, and work specifications; ensure assigned personnel are trained in all aspects of their assignments and jobs; develop and provide training to assigned personnel as needed; review work of direct reports and serve as a technical resource on complex issues; may act as the section manager in his/her absence; attend and may lead staff meetings; perform other duties as needed.

**MINIMUM REQUIREMENTS:** Equivalent to a high school diploma; and six (6) years of professional water operator experience. Additional education may be substituted for experience as allowed by the State of Utah to qualify for unrestricted water operator certification.


License(s). Unrestricted Grade IV Utah Water Systems Operator. A valid, lawful Commercial Driver's License with Hazmat endorsement is required.

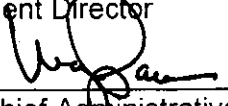
**SELECTION FACTORS:** *Knowledge of:* methods and techniques used in the operations and maintenance of a water sources system; related laws, codes, rules, and regulations governing the functions of the position; principles of electrical conduction and insulation; mechanical operations and maintenance of specialized water sources equipment; basic English composition, spelling, and grammar; policies and procedures established for the work system including handling various chemicals specific to the work. *Skill in:* interpersonal relations and management as applied to the direction and supervision of employees; using a variety of power tools, hand tools, and heavy equipment in a safe manner; troubleshooting electrical and mechanical issues; installing, maintaining, and repairing water sources equipment, structures, and surrounding areas; operating equipment safely in a hazardous environment; recognizing potential dangers; performing testing procedures for corrosion monitoring stations on main water lines; conducting a variety of water sample collection procedures; reading and interpreting line drawings and blueprints. *Ability to:* monitor and operate process equipment, electrical controls, valves, meters, gauges, and pumps; recognize change in normal conditions and investigate the cause; recalibrate process and equipment settings in the field; perform work with speed and accuracy; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgement while evaluating situations and in making determinations; organize effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; demonstrate a high level of commitment to the principles of positive customer service; supervise and/or lead the work of others.

**TOOLS AND EQUIPMENT USED:** Radio, mobile device, motor vehicle, various hand and power tools, general office equipment and software, specialized software, safety clothing, monitoring equipment, dump truck, boom truck, road cutting machine, tap machines, jackhammer, electrical multi-function test meter, self-contained breathing apparatus, copper to copper sulfate probe/cell, and other equipment specific to the work.

**PHYSICAL DEMANDS:** Requires sufficient strength, agility, and eyesight to perform the work which includes lifting up to 50 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking, climbing, tight quarters and confined spaces, and physical hand work.

**ENVIRONMENTAL FACTORS:** These positions may require working in adverse weather conditions, in and around heavy traffic, in proximity to odors and hazardous conditions, dangerous chemicals, and in other stressful conditions related to the workplace. *Note: Employees of this class may be subject to on-call status and working weekends and holidays.*

  
 \_\_\_\_\_ 11/25/15  
 Department Director Date

  
 \_\_\_\_\_ 4/15/15  
 Mayor/Chief Administrative Officer Date

*NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*