

CITY OF HELENA



Position Title: Water Distribution Supervisor

Department: Public Works

Division: Utilities Maintenance

Grade: 149

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to supervise and administer the programs and operations of the public water supply distribution system for the city of Helena under the general direction of the Utility Maintenance Superintendent. The position develops, supervises, assigns, reviews, and directs the work of staff responsible for providing for water distribution system maintenance, operation, and repair services and activities; protection of distribution water quality; collection and maintenance of water system information; and the performance of a variety of technical tasks relative to assigned area of responsibility pursuant to and in support of the goals and objectives established for the Division.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Water Distribution System Operation, Maintenance and Repair

This position will plan, prioritize, assign, supervise, and review the work of staff responsible for water distribution system maintenance, operation, and repair services and activities, including: the maintenance, operation, and repair of water mains and valves, fire hydrants and water system components including pressure regulators, altitude valves, and air release valves. The incumbent will schedule, assign and monitor water distribution system maintenance, operation, and repair projects; prepare time, material, and equipment estimates for assigned jobs; requisition materials as required; order inventory parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to compete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished. The position will inventory and assess the condition of water distribution system and related appurtenances; plan and schedule needed work to effectively operate and maintain these systems; advise on the timing of needed repairs and recommend projects for inclusion into Division capital budget; and assist to develop and implement water distribution preventative maintenance programs including needed repair and replacement projects, and main flushing and valve exercise programs.

Maintenance Information Management and Reporting

The incumbent will oversee, manage and maintain the Cityworks work order and GIS information management systems water system data layers related to the assigned maintenance and repair programs. The position will oversee and maintain utility service related data for City GIS program and users including water mains, hydrants, fire lines valves and other related information used in system operation and maintenance functions. The incumbent will prepare various reports on operations and activities including status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records. The position will maintain water distribution system maps and plats; update valve, hydrant and curb-box locations and manage new or changed water system information.

Work Safety and Operational Duties

The incumbent will assist to develop and implement safety practices and procedures for staff assigned to perform maintenance activities; inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications. The position will supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.

Project Planning and Review

The position will recommend effective and efficient extension of water distribution system in response to requests for new development or new or upgraded service requests; review and comment on infrastructure plans; and investigates and detects illicit or improper connection use to city water system or its components. The incumbent will advise on the timing of needed repair or replacement projects for inclusion into the Division Capitol budget.

Customer Service and Support

The position and assigned staff interact with utility customers, contractors and other divisions. The position responds to customer and contractor inquiries and complaints on a variety of water service related issues; advises customers and contractors on water pressure, water quality or other water connection issues.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Customer service practices
- Time management and organizational practices
- Operations, services, and activities of a comprehensive water distribution program, including computer use, software applications and specialized equipment for operation and maintenance of a water distribution program.
- Occupational hazards and standard safety precautions necessary in construction, maintenance and repair work.

Skill or ability to:

- Communicate clearly and concisely, both orally and in writing
- Problem solve and plan
- Prepare and maintain records and prepare comprehensive, clear and concise reports
- Develop and maintain effective and harmonious relationships with a variety of stakeholders
- Operate modern office equipment including computer equipment
- Supervise, manage and lead technical and maintenance personnel
- Use, operate, and maintain a wide variety of equipment and tools used in water distribution system construction, maintenance, and repair in a safe and effective manner.
- Operate a motor vehicle safely
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Independently perform the most difficult maintenance and repair duties in the area of work assigned.
- Select and maintain machinery and equipment used in assigned projects.
- Assist in budget preparation and monitoring.
- Prepare and maintain records and prepare comprehensive clear and concise reports.

Physical Demands:

The incumbent must possess the ability to, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 50 lbs., distinguish color, and wear protective apparel. The position will be exposed to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards.

The position must have the ability to travel to different sites and locations and have availability for shift work, on-call, stand-by, and emergency call as assigned.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of four years of responsible experience in water distribution system operation, maintenance or construction, along with computer operation that includes database and spreadsheet application and maintenance software application or other computerized data management such as GIS. This should include two years of some level of supervisory experience. Education equivalent to the completion of the twelfth grade supplemented by course work or training equivalent to two years in civil engineering, public administration, business administration, or a related field is required. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Possession of, or ability to obtain within a six month period from time of hire, a Class B Commercial Driver's License.

Possession of, or ability to obtain within a six month period from time of hire, Class I Water Distribution Operator Certificate issued by the State of Montana.

Supervision Received:

Supervised by the Utilities Maintenance Superintendent; receives occasional program direction from the Public Works Director.

Supervision Exercised:

Exercises direct supervision over assigned technical and maintenance staff.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.
