

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 515

WATER-REUSE DISTRIBUTION SUPERVISOR

GENERAL

Responsible work in allocating and scheduling work assignments and in supervising and inspecting repair work or new installations of water and reuse distribution equipment. Must demonstrate commitment to providing a safe water supply and encouraging excellence in staff. Work is performed under general direction.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Allocates and assigns staff to specific jobs based on job requirements, manpower availability and to maximize efficiency of division through benchmarking day to day operations.
- Supervises and inspects repair of existing and new installation of potable and reuse water mains, service lines, fire hydrants and water meters.
- Responsible for verifying that staff adheres to appropriate safety policies.
- Ensures that their division provides excellent customer service to internal and external customers.
- Conducts field inspections to ensure work performed meets or exceeds departmental and/or industry standards.
- Prepares detailed reports, makes presentations and signs off daily on distribution operations log
- Coordinates work order jobs from other City departments.
- Receives service orders and completes them as to the materials used and manpower required.
- Prepares work orders for problems discovered by physical inspection or for complaints called directly to the water department.
- Checks periodically on work in progress of private contractors to verify the statements they submit as to the amount of material and labor used.
- Reviews new project drawings for feasibility and provides comments regarding integration of new projects into existing water/reuse system needs.
- Mentors staff for job knowledge and growth opportunities.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Must possess a sound knowledge of best management practices of regulations, materials, methods, tools, and equipments used in the operation, maintenance and construction of a water-reuse distribution system.
- Ability to effectively supervise skilled and unskilled employees.
- Ability to accurately read and interpret engineering plans and drawings – providing comments to ensure the integrity of the system.
- Ability to work harmoniously with other City departments and the general public.
- Ability to keep accurate records and submit accurate reports.

- Skilled in preparing accurate cost estimates based on engineering plans and drawings. Demonstrate a reasonable proficiency in Microsoft Word, Excel and Outlook prior to appointment.
- Must communicate and interact with other employees and the public effectively using common English in both verbal and written format.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation;
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

High school diploma or possession of acceptable equivalency diploma and an Associates Degree in a relevant area of study with at least 5 years of operational and supervisory experience in the water/reuse industries. Must possess a DEP Level “1” Water Distribution license or obtain the license during the one year probationary period. Extensive supervisory experience in water distribution maintenance and construction work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must be able to perform strenuous manual labor, move up to 50 lbs. and wear a respirator. Must pass a pulmonary respiration test.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record. Must possess a CDL “B” license with air brake and tanker endorsement or obtain one during the one year probationary period. Must possess a Backflow Prevention Tester license or obtain license during the one year probationary period. Preferred Asset Management, GIS and Hydraulic model knowledge. Preference will be given to individuals who possess all of the above requirements at the time of interview.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev. 4/10

Bargaining Unit: Non-bargaining
 Pay Plan/Grade: 50/27
 Overtime: Exempt
 Pension: Regular GERS