CITY OF LA PORTE
UTILITY SUPERVISOR
JOB DESCRIPTION

FLSA CLASSIFICATION: Exempt **PAY GRADE: 023**

DEFINITION

To assist in planning, directing, and administering the work of the water production, distribution, and wastewater division; and to supervise construction and maintenance work in water production, water distribution or the sewage collection system.

SUPERVISION RECEIVED AND EXERCISED

Receives functional supervision from the Utility Superintendent.
Receives general direction from the Assistant Utility Superintendent.
Exercises direct and indirect supervision of subordinate utility maintenance personnel.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Assist in planning, directing, and administering the work of the water and sewer utilities activities.

Supervise, schedule, and assign work in construction and maintenance of the water production, distribution or sewer collection systems. Plan and coordinate work performed by field operations crew.

Schedule and arrange for assignment of equipment and personnel on a variety of field projects.

Recommend the purchase of major items and order routing purchases used on a regular basis.

Inspect work and direct the most efficient and effective methods. Respond to water and sewer system emergencies as required.

Coordinate assigned work with contractors, other utilities, and other City departments, divisions and sections.

Maintain a variety of records and information.

Train, supervise, evaluate, and discipline subordinate personnel as necessary.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; exposure to chemical, toxic waste, dust/mites, fume, odor, explosive, electrical and mechanical hazards; exposure to extreme cold, heat, height and constant noise; walking; twisting body; stooping; standing; squatting; sitting; seeing; running; pushing, pulling, lifting, dragging, and carrying up to 40 pounds; kneeling; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by two-way radio; fine finger manipulation; operation of a backhoe, vacuum/water jet rodder, and boring machine; operation of a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Principles, practices, methods, materials, equipment, and techniques used in construction, repair, replacement, and maintenance of the City's water production, water distribution and sewage collection systems.
Principles of hydraulics, electricity, motors and pumps as applied to water and wastewater utility operations and maintenance.
Principles and practices of personnel management.
Safe and efficient work practices.

Ability to:

Effectively supervise, assign, schedule, coordinate, and direct work performed in the construction and maintenance of water production and distribution and sewage collection systems.
Provide cost and material estimates for work to be performed.
Read, understand, and interpret blueprints and construction drawings.
Establish and maintain effective working relationships with employees, contractors, utility representatives, and the general public.
Organize and supervise the maintenance of maps and the update of files and records.
Work in emergency situations and effectively make decisions in difficult situations.

TRAINING AND EXPERIENCE

Three years of work experience in the construction and maintenance of the City's water and sewer utility systems One year experience in a responsible supervisory capacity. High School Diploma or GED.

LICENSES AND CERTIFICATES

Possession of a valid Texas Class "A" CDL within 90 days. Possession of a valid Texas Grade "C" Water license and a Texas Class "C" Wastewater license within (3) three years.

The City of La Porte is an Equal Opportunity and Affirmative Action Employer.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date