

City of Fort Worth, Texas

Job Description

Classification Title	Water Systems Supervisor		
Job Code:	PR2781	Job Family:	Professional
Pay Grade	610	Date Reviewed:	07/07/2015
FLSA Status	Exempt	Date Revised:	03/17/2023

GENERAL SUMMARY

Supervises, plans, coordinates and oversees the maintenance activities and operations of the City's water or wastewater treatment plants and water distribution/collection systems. Ensures performance of all maintenance for the provision of the best quality water supply; and provides highly responsible and complex staff assistance to assigned senior management staff. Exercises direct supervision over highly technical staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions or recommendations.
2. Supervises scheduled preventative maintenance programs for equipment and facilities in assigned division; reviews daily reports related to work performed by employees; maintains records of time material and equipment usage for projects.
3. Participates in departmental meetings; informs, advises and receives input on maintenance repairs and rehabilitations with other division personnel.
4. Recommends schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate management staff.
5. Responds to and resolve public inquiries and complaints; confers with customers regarding problems and provide assistance as necessary.
6. Maintains accurate records pertaining to policy and procedures of water or wastewater system maintenance; provides assistance with review of future needs and guidelines; purchases materials, supplies, and equipment as needed.
7. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to Plant Operations:

1. Supervises, coordinates, and reviews the work of subordinate employees responsible for diagnosing and repairing disabled machinery and mechanical equipment at the City's water or wastewater treatment plants and facilities; inspects electrical distribution systems and generator distribution stations.
2. Inspects the maintenance, installation and repair of water or wastewater plant facilities, systems and equipment; inspects work in progress; provides advice and assistance to maintenance staff as necessary.
3. Maintains, repairs, and operates stationary diesel or tri-fuel engines; maintains and operates electrical distribution systems and generator distribution stations as necessary.
4. Maintains a variety of records and documentation of plant facilities and equipment including repairs, rehabilitations, equipment failures and preventative maintenance; prepares updates and status reports of project progression.
5. Coordinates water/wastewater plant maintenance activities with those of other divisions and outside agencies and organizations; provide staff assistance to senior management personnel; prepares and presents staff reports and other necessary correspondence.

When assigned to Field Operations:

1. Supervises, coordinates, and reviews the work of subordinate employees responsible for maintenance, repair, installation, and technical services for the potable water distribution, wastewater collection system, raw water, and reclaimed systems.
2. Inspects the maintenance, installation and repair of collection and distribution system and equipment; inspects work in progress; provides advice and assistance to maintenance staff as necessary.
3. Maintains a variety of records and documentation of collection and distribution systems and equipment including repairs, rehabilitations, equipment failures and preventative maintenance; prepares updates and status reports of project progression.
4. Coordinates water/wastewater distribution and collection activities with those of other divisions and outside agencies and organizations; provide staff assistance to senior management personnel; prepares and presents staff reports and other necessary correspondence.
5. Identify organizational resource needs including the need for contractors for new construction and rehabilitation, scheduling, managing emergency events (SSO, by-pass, emergency main repair/replacement, and main breaks).
6. Write technical reports and conduct research utilizing GIS, Maximo, PeopleSoft, Automated Vehicle Location System, record drawings, and other related information systems.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Materials, methods, practices, and equipment used in water or wastewater system operations, construction, maintenance, and repair activities.
 - Operational characteristics, services, and activities of a water/wastewater system maintenance program.
 - Modern and complex principles and practices of water/wastewater systems.
 - Principles of selecting, supervising, and evaluating staff.
 - Operational characteristics of personal computers.
 - Advanced methods and techniques of maintaining and repairing water/wastewater systems.
 - Occupational hazards and standard safety precautions.
 - Principles of training and monitoring lower level staff.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Project management.
 - Contract procurement process.
 - Budget process.
- **Skill in:**
 - Management of people and operations.
 - Problem solving.
 - Negotiating.
 - Making sound decisions and using good judgement.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Maintain and repair work on water/wastewater treatment machinery, equipment and controls.
 - Use and operate hand tools, mechanical equipment, power tools and equipment required for working in a safe and efficient manner.
 - Operate a personal computer and use computer software programs.
 - Interpret and explain applicable policies and procedures.
 - Evaluate, train, and discipline employees.
 - Coordinate the work of staff involved in water/wastewater system maintenance, installation and repair activities.
 - Prioritize assignments and activities.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships with key stakeholders
 - Read and interpret blueprints, drawings, and operations/maintenance manuals.
 - Develop predictive and preventative maintenance programs.
 - Respond to hazardous material incidents.

MINIMUM JOB REQUIREMENTS

High School Diploma/GED and five years of responsible experience in the repair, service, and maintenance of equipment and systems. Supervisory experience preferred.

OTHER REQUIREMENTS

Valid Texas driver's license.

When assigned to Plant Operations:

Possession of appropriate water/wastewater treatment and operation certification from the Texas Commission on Environmental Quality (TCEQ).

When assigned to Field Operations:

Possession of appropriate water/wastewater collection system certification from the Texas Commission on Environmental Quality (TCEQ).

Ability to work rotating shifts, weekends, holidays, and be on-call to respond to emergencies during off hours.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.