

UTILITY OPERATIONS SUPERVISOR

SUMMARY/PURPOSE

To supervise, plan, schedule, and review activities related to the operations and maintenance of the City's gas, water, sewer and stormwater systems including transmission, distribution, storage and pump facilities, sewer and stormwater pump facilities, and sewer collection system. Provides administrative direction and technical assistance and training to division staff, and does related work as required. This classification is responsible for the work of all assigned crews installing, operating, maintaining, and repairing City-owned utility systems and associated equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Establish and implement policies and procedures for Utility Operations.
2. Plan, organize and direct the installation, operation, maintenance, and repair of City-owned utility systems and associated equipment.
3. Evaluate the effectiveness of Utility Operations.
4. Establish and maintain records of operations; produce reports as required and requested.
5. Receive, investigate, and respond to public inquiries, concerns, complaints, and requests for service.
6. Participate in budget development; approve budgetary expenditures.
7. Assist in the development and monitoring of capital improvements and the Capital Equipment plan.
8. Coordinate Utility Operations projects and programs with other City departments, outside contractors, customers, and the general public.
9. Supervise assigned staff.
10. Participate in interviewing and selection of new employees under the position's responsibilities, and training of employees in work procedures, standards, and safety practices.
11. Establish work standards, prepare, and provide input into employee performance evaluations, including setting and assessing goals, provides coaching and feedback, and makes recommendations regarding discipline.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Possess a bachelor's degree in engineering or science plus two (2) years of experience in supervising the operation of a Minnesota Class S-A Wastewater System or Facility or a Minnesota Class A Water Treatment Facility, or
 - B. At least six (6) years of experience in the operation of a Minnesota Class S-A Wastewater system or Facility or a Minnesota Class A Water Treatment Facility, with at least two (2) years of that being supervisory level experience.
2. License Requirements
 - A. Possess a valid Minnesota Driver's License or equivalent.
 - B. Possess a Minnesota Class S-A Wastewater Treatment License and a Minnesota Class D Water Treatment License; or a Minnesota Class A Water Operator's License and a Minnesota Class D or S-D Wastewater Treatment License.
 - C. Must have Natural Gas Operator Qualification (OQ) certification by the date of hire.

3. Knowledge Requirements
 - A. Thorough knowledge of municipal utilities, particularly as related to the construction, maintenance and operation of water, gas, and sewer systems.
 - B. Knowledge of electronics, electricity, hydraulics, and mechanics.
 - C. Knowledge of large pumps and pumping systems.
 - D. Knowledge of large electric motors and electrical/electronic/computer control systems, including SCADA systems.
 - E. Knowledge of applicable safety laws, rules and regulations.
 - F. Knowledge of the principles of project planning, implementation and evaluation.
 - G. Knowledge of budgeting, including the principles of cost accounting.
 - H. Knowledge of the basic specifications, operating capabilities, and applications of equipment and vehicles used in Utility Operations maintenance, such as piping systems, large pumps, light and heavy duty maintenance construction equipment, electric motors, and electrical/electronic controls.
 - I. Knowledge of accepted supervisory practices.
 - J. Knowledge of labor relations and the labor agreements.
 - K. Knowledge of local, state, and federal laws and regulations related to Utility Operations.
 - L. Knowledge of other agencies related to Utility Operations activities.
 - M. Knowledge of safe working practices and ability to perform work in a safe manner.

4. Skill Requirements
 - A. Skill in evaluating and analyzing operations and procedures related to divisional activities.
 - B. Skill in effectively communicating and preparing concise written and oral reports.
 - C. Skill in resolving customer complaints and concerns.
 - D. Skill in supervising others in an open and participative work environment.
 - E. Skill in applying accepted principles of utility operations.
 - F. Computer skills, specifically spreadsheet and word processing applications.

5. Ability Requirements
 - A. Ability to read and interpret plans, specifications, and other technical literature.
 - B. Ability to transport oneself to, from, and around construction projects throughout the City.
 - C. Ability to design and deliver presentations.
 - D. Ability to set performance standards and goals.
 - E. Ability to interpret and analyze collected data and descriptive statistics such as reports to the Environmental Protection Agency, Minnesota Pollution Control Agency, Minnesota Department of Health, Minnesota Office of Pipeline Safety, and the Western Lake Superior Sanitary District.
 - F. Ability to research new products and contract services, collect bids, and make price comparisons.
 - G. Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.
 - H. Ability to use good judgment during emergency situations, such as unplanned events, power outages, and sudden mechanical failures.

6. Physical Ability Requirements
 - A. Ability to work outside year round and in inclement weather.
 - B. Ability to work at height above an excavation; and climb into and out of excavations.
 - C. Ability to lift and carry up to 50 pounds occasionally and frequently lift and carry up to 25 pounds.
 - D. Ability to attend work on a regular basis.

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WC: 7502	Pay: 1080-1095	EEOF: Utilities & Transportation	CC: 20140310	Resolution: 14-0115R