



## CITY OF ELOY, AZ JOB DESCRIPTION

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<b>TITLE:</b>	<b>Utility Operations &amp; Maintenance Supervisor</b>	<b>5605</b>
<b>REVISED:</b>	<b>July 1, 2014</b>	<b>FLSA: Exempt</b>

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**Summary:** Under general supervision, is a working supervisor who administers the operation maintenance, and repair of water and wastewater (W/W) treatment plant equipment and the facility. This position may involve exposure to dangerous chemicals and/or raw sewage.

**Essential Job Functions:** The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Oversees the daily operations of water wells and pumps, and wastewater plant and related infrastructure, and supervises the daily activities of the Utilities staff; monitors operations and reviews the work of assigned staff to assure the efficient and timely accomplishment of assigned duties and responsibilities; trains staff and evaluates performance.
- Supervises staff, performing the full range of supervisory duties including directing work, training and coaching, discipline and performance evaluations.
- Monitors and maintains the W/W infrastructure and equipment in compliance with state and Federal regulations, Department procedures and City policy.
- Inspects, maintains and repairs water, sewer and drainage systems within the community; coordinates work orders and assigns to work crew; coordinates blue stake requests for utility location markings; reads and revises water line blueprints and drawings.
- Monitors and controls equipment to regulate flow rates into treatment plant; operates and repairs treatment plant machines and equipment for the treatment of waste.
- Monitors the production, demand and usage rates of well water; regulates the flow and distribution of purified water and treated wastewater.
- Monitors, regulates and repairs equipment, telemetry, electrical systems and chemical processes.
- Identifies, recommends and oversees the regular maintenance, repair and replacement of water production and wastewater treatment structures and equipment.
- Supervises the repair and replacement of water distribution and sewer collection lines and systems to meet regulatory requirements; inspects, maintains, cleans, repairs, and replaces water valves, lines, and connections; performs plumbing and mechanical maintenance tasks.
- Plans and coordinates special W/W construction projects with contractors; reviews and approves special and recurring reports and contracts; develops and monitors budgets.
- Operates trucks and equipment in accordance with all safety regulations and procedures.
- Assures that safety rules and regulations are followed; utilizes proper safety precautions in all work performed; reports safety hazards, equipment problems and emergency situations.
- Performs other duties as assigned or required.

## **Knowledge and Skills:**

- Knowledge of City policies and procedures.
- Knowledge of state and Federal regulations relating to water quality and treatment, including United States Environmental Protection Agency (US EPA) regulations, Arizona Department of Environmental Quality (ADEQ) safety standards and inspection protocols, and Arizona Department of Water Resources (ADWR) safety codes and laws.
- Knowledge of Occupational Health and Safety Association (OSHA) regulations.
- Knowledge of the principles and processes of W/W treatment.
- Knowledge of servicing requirements of W/W plant machinery and equipment.
- Knowledge of the functions and servicing requirements of W/W plant machinery and equipment, including SCADA systems.
- Knowledge of hand tools and testing equipment utilized in W/W repair and maintenance.
- Knowledge of occupational hazards and safety precautions.
- Skill in promoting and enforcing safe work practices.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in performing a variety of W/W treatment plant operation activities.
- Skill in reading and interpreting gauges and recording devices.
- Skill in reading blueprints, technical documents and schematics.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in operating and maintaining tools and heavy equipment in a safe and effective manner.
- Skill in following verbal and written instructions.

## **Education and/or Experience**

Minimum Requirements: High School diploma or GED equivalent AND combination of training, education and experience equivalent to (2) two years of major coursework in environmental, civil, electrical or mechanical engineering, chemistry, biological sciences, or closely related field from an accredited college or university AND five (5) years of experience involving the construction, installation, operation, maintenance and/or repair of W/W systems and facilities AND a minimum of (3) years Supervisory experience. Must possess a Grade III collection and treatment certification and Grade I in water treatment plants and distribution systems from the Arizona Department of Environmental Quality (ADEQ). OSHA HAZWOPER certification is required. Must maintain a valid State of Arizona commercial driver's license; additional specific technical training or certifications may be required;

Special Requirements: Must possess meet the physical standards and requirements for the wearing of Self-Contained Breathing Apparatus (SCBA) respiratory protection equipment.  
May be required to obtain and/or maintain an ADEQ Water Treatment Plant Operator IV Certification within six months of hire/promotion.

Desirable Qualification(s): Bachelor's of Science degree from an accredited college or university in Biology, Microbiology or related field.