



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

UTILITY SUPERVISOR

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

This is a specialized supervisory technical position performing supervisory and related duties involved in operating and maintaining utility infrastructure and related equipment and systems. Assignments will involve work in one or more of the following areas: (1) electrical/mechanical, (2) utility construction, (3) sewer collection operations, (4) water distribution operations. The Utility Supervisor reports to the Utility Operations Manager.

This is heavy manual work requiring intermittent lifting of objects weighing at least 50 pounds. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. This position may involve call-out for after hours work activities.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervisory and related duties involved in operating and maintaining utility infrastructure and related equipment and systems; supervising employees, performing related human resource functions; planning, training, coordinating daily activities of Utility Workers; planning, coordinating and supervising the installation, maintenance and repair of water and wastewater systems; and completing necessary paperwork.

(The following tasks 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.)

- Supervises employees, performing related human resource functions and completing necessary paperwork;
- Plans, coordinates and supervises routine water quality sampling for compliance;
- Responsible for planning, training, coordinating and supervising the daily activities of Utility Workers;
- Plans, coordinates and supervises the installation, maintenance, and repair of water and wastewater system appurtenances and of the distribution and collection system as assigned;
- Troubleshoots and manages emergency water and wastewater utility situations as they arise;
- Operates and organizes the use of utility tools, equipment and vehicles;
- Ensures that work activities follow department and industry safety requirements;
- Maintains records associated work with activities and utilizes Department asset/work management system;
- Coordinates Department Miss Utility responsibilities, schedules and conducts utility locations, clears tickets;
- Operates and uses SCADA systems and automated utility control and metering systems;
- Uses water and wastewater utility information in the County's GIS system;
- Coordinates Department field staff after hours call out response operations;
- Supervises and conducts water and wastewater utility construction inspections;
- Interacts with the public, providing information and responses to inquiries;
- Obtains water service and wastewater lateral locations for customers and contractors;
- Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
- Must have a valid Virginia Driver's License;
- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to review and understand record drawings; extensive knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines and equipment; extensive knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of

water and wastewater utility lines and equipment; thorough knowledge in the use of common hand and power tools; ability to operate utility construction equipment; ability to perform manual and semiskilled labor for extended periods, often under unfavorable conditions; ability to establish and maintain positive working relationships with customers, supervisor and coworkers.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required with related water and wastewater utility experience required. Some previous experience in a supervisory position. Requires a Class IV Virginia Waterworks Operator license or higher, or the ability to obtain within 12 months of employment. Any equivalent combination of education and experience and/or training sufficient to demonstrate the required knowledge, skills and abilities is acceptable.

SPECIAL REQUIREMENTS:

Must have a commercial driver's license within 6 (six) months of employment: may work beyond normal schedule: must wear uniform according to standards, including safety equipment