

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: WATER DISTRIBUTION SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: WATER SYSTEM SUPERVISOR

JOB CODE: 2218
DATE: 2/08

JOB SUMMARY:

Performs semi-skilled and skilled work in supervising members of water crew engaged in the maintenance, repair, and construction of water lines and related operations.

ESSENTIAL JOB FUNCTIONS:

Supervises and participates in laying and replacing water lines and new house service line connections, and with installing and repairing hydrants and sprinkler line installations.

Directs and engages in digging operations using shovel, pick, and backhoe, to install and repair water systems.

Oversees patching of ditches after excavation procedures; loams and seeds lawns; replaces granite curbing in affected area.

Supervises and instructs subordinates in brick-laying work associated with water installations.

Enforces safety guidelines and oversees traffic control safety.

Supervises the pumping and testing of fire hydrants.

Prepares equipment and water system for winter temperatures.

Supervises leaf collection.

Supervises and participates in snow and ice removal activities.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, appraising performance, addressing complaints, reporting problems to supervisor, and planning, assigning, and directing work.

Remains on-call as assigned.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Backhoe	Front End Loader	Shovel
Pick	Jack Hammer	Trucks
Motor Vehicle		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: High School diploma or GED; and, additional training or course work in construction or plumbing; and, four years of experience in the construction and maintenance of water systems; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of municipal water distribution systems.

Principles of supervision, training, and performance evaluation.

City, state, and federal laws applicable to environmental health and sanitation codes.

Skill in:

Use of equipment and tools for constructing and repairing water lines.

Mental and Physical Abilities to:

Give directions and gain compliance from subordinates.

Understand and carry out oral and written instructions.

Establish and maintain effective communications with other departments, employees, and the general public.

Perform strenuous and routine work.

Read and comprehend technical instructions.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals.

Work requires the use of protective devices such as masks, goggles, and gloves.

Water Distribution Supervisor
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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.