

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: WATER SYSTEMS SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: HIGHWAY AND UTILITIES DIVISION SUPERINTENDENT

JOB CODE: 2271
DATE: 2/08

JOB SUMMARY:

Supervises and coordinates activities of crews engaged in a variety of projects involving construction, maintenance, and repair of city water transmission and distribution system.

ESSENTIAL JOB FUNCTIONS:

Supervises and coordinates water system activities, including flushing program, repairs, new system improvements, and leak detection.

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

Assists in the supervision of winter operations, including plowing and treating roadways.

Plans and implements short-term or annual goals, objectives, strategies, special projects, or programs for the department to ensure efficient organization and completion of work.

Oversees improvement projects; investigates and reviews plans; acquires cost estimates for all water-related jobs.

Meets with developers and contractors.

Develops and monitors policies, procedures, and standards for the division.

Plans, allocates, and monitors time, people, equipment, and other resources for the division to ensure efficient organization and completion of work.

Receives and investigates complaints and inquiries of residents regarding problems with the water system; dispatches crews as warranted.

Confers with upper management to keep them informed on key issues and progress toward objectives, to gain their support and approval, and to make recommendations to assist management in making necessary improvements.

Maintains records and prepares reports on completed work projects.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer
Motor Vehicle

Telephone
Heavy Equipment and Trucks

Calculator

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: High School diploma or GED; and, additional vocational training or coarse work in plumbing and water system construction; and six or more years of progressively responsible experience in water construction and maintenance work, and the operation of related equipment; or, any combination of education, training and experience which provides the required 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:

Methods, materials, and equipment used in construction, maintenance, and repair of water distribution systems.

Hazards and safety precautions common to machinery and equipment required in water system maintenance.

Principles of engineering as applicable to water construction projects.

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

Skill in:

Analytical and mathematical practices.

Mental and Physical Abilities to:

Read and interpret blue prints, work orders, and plans.

Organize, coordinate, and supervise the work of subordinates.

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

Communicate effectively, both orally and in writing.

Write reports, correspondence, and technical instructions.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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

Occasionally lift light or heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

The employee may be exposed to noise.