



CITY OF URBANA POSITION DESCRIPTION

Class Title: Supervisor
Department: Public Works
Division: Water

Date: 6/17/2024
Pay Grade: 8 (E)
Union: No (Central Staff)

GENERAL PURPOSE

Water Supervisor is responsible for technical, administrative and supervisory work in directing the activities of the City's water treatment facilities and distribution infrastructure. Work involves ensuring water treatment occurs within all applicable state and federal permits, providing technical supervision and consultation to subordinates and City officials. Work is performed with considerable latitude and independence in decision making within established guidelines and policies.

SUPERVISION RECEIVED

Reports to the Public Works Superintendent.

SUPERVISION EXERCISED

Hires, supervises, coordinates and directs the activities of subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide input and proper documentation in the hiring and necessary discipline of employees, as approved by the Public Works Superintendent.
- Plan, schedule, train, appropriately assign and effectively direct the daily work of plant and distribution operations to provide an uninterrupted supply of clean, safe water to the city.
- Maintain a continuing check on the proper and efficient operation of the water plant, which includes raw water supply and pumping, treatment, finished water pumping, distribution infrastructure and storage.
- Prepare and administer the Water Division capital and operating budgets to maintain adequate quantities of treatment chemicals, repair parts, and various supplies.
- Maintain and properly retain records, logs, charts, surveys, etc.
- Knowledge of and ability to properly communicate to all State and Federal agencies current regulatory and reporting requirements.
- Respond to and maintain operations during planned and emergency repairs/situations.
- Implement and enforce safe work practices and procedures.
- Effectively and consistently communicate in a customer-friendly manner by phone, in-person and by written correspondence with the public, administration, peers and direct reports.
- Investigate, plan and implement operational improvements within the Water Division.
- Proficient in the use of various software programs.
- Perform other plant-related or city-related duties as needed.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- A current valid Ohio EPA Class II Water Supply certificate is required.
- Highly encourage additional education or certifications.
- A minimum of five (5) years' experience in a Class II plant or higher. Three of those years must have been in a supervisory role in water treatment and distribution.
- Extensive knowledge of water treatment plant operation; monitoring and regulatory requirements is required.
- Strong communication skills both internally and externally.
- Sound mechanical ability and experience in the maintenance and operations of a water treatment plant and distribution infrastructure.
- Proficient in Microsoft Office (includes Outlook, Word, Excel, PowerPoint, etc.)
- A valid Ohio Drivers' License in which a clean driving record is maintained during employment.
- Residency in Champaign County or adjacent county.

*Attention given to additional licensure or certifications in related Public Works disciplines.

Necessary Knowledge, Skills and Abilities

- Working knowledge of spreadsheet, word processing and data base software including USEPA and OEPA database software.
- Ability to interpret a variety of technical information with abstract and/or concrete variables.
- Ability to identify problems, recognizing symptoms, causes and alternative solutions.
- Ability to perform standard business arithmetic, including percentages and decimals.
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities.

TOOLS AND EQUIPMENT USED

- Variety use of motor vehicles, safety equipment, generators, pumps, gauges, detection devices, mobile radio, phone, calculator, computer and laboratory equipment.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel, or

operate objects, tools, or controls. The employee is occasionally required to sit; climb steps and ladders in the plant and storage tanks or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee may occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee may be exposed to high, precarious places as well as below grade areas such as trenches; wet and/or humid conditions fumes or airborne particles, and toxic chemicals; and the risk of electrical shock.

The noise level in the work environment varies from quiet to loud depending on specific area.

SELECTION GUIDELINES: *Formal application; oral interview, background investigation, and reference check; pre-employment drug screen; job related tests may be required.*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the need requirements of the job change.