

TITLE: **WATER SUPPORT SERVICES SUPERVISOR**

DEFINITION: Under direction, supervises, directs, and coordinates a variety of support functions of the Water Department's yard and facilities maintenance operations.

EXAMPLES OF DUTIES:

- Oversees facilities maintenance, salvage and yard operations, including maintenance, electrical, plumbing, and painting shops;
- Plans, assigns, trains, directs work, evaluates, and participates in the selection and discipline of subordinate personnel engaged in salvage and yard operations, including maintenance, electrical, plumbing, and painting shops;
- Participates in the investigations of Water Department damage and injury claims including preparing damage claims, injury and accident reports;
- Ensures compliance with Department safety standards and procedures including leading Division safety meetings;
- Prepares routine and special reports and maintains records of work performed;
- Prepares, reviews purchase requisitions and administers contracts;
- Provides input to assist in preparing the Division's annual budget;
- Participates in standby rotation to respond to emergencies on a 24-hour basis within a thirty-minute time frame; and,
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Open to current City employees who have a minimum of five (5) years of full-time, paid experience, in any of the following classifications: Electrician, General Maintenance Assistant, General Maintenance Supervisor, Painter, Painter Supervisor, Plumber, Plumber Supervisor, Welder, including two (2) years of lead or supervisory experience.

Valid motor vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of methods, materials, tools, and equipment used in general building maintenance, and/or repair work;
- Knowledge of supervisory principles and practices;

- Knowledge of computer operation skills, including word processing, database programs, spreadsheets, and email;
- Ability to apply occupational hazards and safety regulations, policies, and procedures to enforce a safe work environment;
- Ability to evaluate and apply federal, state, and local laws, in addition to Department personnel rules, policies, and labor contract provisions;
- Ability to analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action;
- Ability to perform routine arithmetic calculations;
- Ability to communicate clearly, tactfully, and effectively with the public to effectively resolve complaints;
- Ability to establish and maintain effective working relationships with supervisors, subordinates, contractors, representatives of utility companies, and other City departments to accomplish set goals and objectives for the Department;
- Ability to maintain confidentiality when handling and processing critical, sensitive, and confidential information and data;
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner - organize own work, set priorities, and meet critical time deadlines and goals / objectives;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

HISTORY:

Established: 06/16/1993
Revisions: 08/17/2012

Civil Service Commission Approval/Adoption Date: 06/16/1993; 04/27/2022