



CITY OF SENECA
221 East North First Street
Seneca, South Carolina 29678
(864)885-2700 Fax: (864)885-2701
www.Seneca.SC.US

City Of Seneca—Position Description

WATER/SEWER SUPERVISOR

GENERAL PURPOSE

Plans and organizes the overall operations of the water distribution and sewer collection systems. Directly supervises the Assistant Water Distribution Supervisor, the Assistant Sewer Collection Supervisor and the Auxiliary Systems Supervisor and others as required for successful year-round safe and reliable operations. Reports to the Utilities Director.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for on-the-job, daily organization and supervision to complete assigned tasks in accordance with written or oral instructions.

Performs or supervises actual work, ensures all necessary tools, equipment, materials and manpower are efficiently provided per instructions and/or accepted standard practice.

Ensures proper installation, maintenance, and repair of water lines, water taps, meters, meter boxes, fire hydrants, valves, and other water distribution appurtenances; sewer lines, sewer taps, manholes, lift stations and other sewer line collection appurtenances.

Maintains daily records on work tasks, materials used, and any unusual occurrences, and makes reports to the Utilities Director.

Ensures timely response to emergency repairs. Shifts crews from maintenance to emergency repair as needed.

Responsible for security, inventory, and accountability for city-owned tools and equipment.

Responsible for the safety of crews and adherence to the city's safety policy at all times.

Reads blueprints and interprets data, including angles required in bending pipe, mixture of concrete most suitable for soil conditions, locations for placement of pipe sections.

Works with engineers and developers in developing drawings for system expansion.

Directs activities of workers engaged in inspecting pipes for deficiencies by means of high-pressure air tests, of workers engaged in removing rust and applying protective coating to pipe, of workers engaged in performing backfilling activities, and of workers engaged in digging up and removing pipelines.

Inspects water and sewer lines and reports on any leaks or deficiencies.

Inspects projects under construction for compliance with plans and specifications.

Assists customers with complaints regarding water quality, water and sewer bills, leaks and other problems; recommends adjustments, when necessary. Provides information on moving or replacing water meters.

Oversees activities including, but not limited to, maintenance of water and sewer construction, monthly water samples, water pressure, blue tags, water activations and terminations, dealing with engineers, contractors and customer problems with water and sewer service quality.

Ensures on-call duty coverage during non-work hours as required.

PERIPHERAL DUTIES

Meets with contractors to determine water and sewer locations in accordance with City Code.

Is required to fill in for other positions within the department as required

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's degree in civil or mechanical engineering, environmental health, or related field; and
- (B) Ten (10) years experience in water and sewer operations with three (3) years at the supervisory level or
- (C) Any equivalent combination of education and experience.

Special Requirements

- Valid SC Driver's License and CDL license, or ability to obtain one.
- Must possess level B Water Distribution License and Level B Wastewater Collection License.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of municipal water and wastewater principles, practices and methods.
- Thorough knowledge of City policies, laws, and regulations affecting Department activities.
- Working knowledge of the hazards and safety precautions common to heavy equipment operations.
- Working knowledge of the methods, chemicals, materials and tools used in utilities work.
- Skill in operating the listed tools and equipment.
- Ability to communicate effectively, orally and in writing, with employees, City officials and the general public.
- Ability to observe proper safety precautions.

- Ability to establish effective working relationships with other employees, supervisors and the public.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to drive and operate a variety of equipment under varying conditions.

TOOLS AND EQUIPMENT USED

Back-hoe, Chemicals, Jet Vac, Dump Truck, Front End Loader, Trencher, Power Saws, Tapping Machine, Threading Machine, Blowtorch, Wrench Sets, Air Compressor, Clamps, Fixtures, Graphics Instructions, Jigs, Manuals, Patterns, Rules, Schematics, Templates, Arbor Press, Electric Grinders, Hand Arbor Press, Hand Reamer, Hand Riveting Machine, Power Nut Runner, Power Wrenches, Torque Wrench, Portable Power Tools, Chisels, Diesel Electric Generator, Gas Generator, Rotary Hammer, Jack Hammer, Side Grinder, Tapping Machine, Trailers, Pumps, Demolition Saw, Chain Saw, Bush Hog, Cables, Chains, Grapplers, Holding Fixtures, Hooks, Pallets, Ropes, Slings, Turnbuckles, Jacks, Safety Tripod, Trench Box, Ditch Jacks, Air-Pacs, Blowers, Shovels, Rakes, Probing Rods, Oxygen, Gas Analyzer, Tamps.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk or hear.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must constantly lift and/or move up to 20 pounds, must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

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 employer as the needs of the employer and requirements of the job change.