CITY OF LA PORTE WATER PRODUCTION SUPERVISOR JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt PAY GRADE: 023

DEFINITION

To provide and lead guidance to a Water Production operations crew and perform more technical complex tasks in the maintenance and repair of water wells, pumps and motors used in the production and delivery portable water.

SUPERVISION RECEIVED AND EXERCISED

Received functional direction from the Utility Superintendant Receives general supervision from the Assistant Utility Superintendent. Exercises lead supervision of Water Production Workers.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Assign, participate and supervise the maintenance and repair work of water production equipment and facilities.

Supervise and repair crew for hours service calls and repairs to the water and wastewater collection systems.

Assist in budget preparation, prepare material requisitions.

Assist in development of plans and specification for water production equipment and facilities.

Select, train, and evaluate personnel.

Participate in the diagnosis and troubleshooting of complex problems related to electrical systems, pumps and motors.

Coordinate the collection of water samples and assist as necessary.

Maintain records and prepare reports for the Texas Commission on Environmental Quality. Prepare correspondence and memorandums.

Respond to complaint and inquires from the general public.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; exposure to chemical, fume/odor, explosive, electrical and mechanical hazards; exposure to extreme cold, heat, heights, temperature swings, and noise; working in trenches; sitting; standing; walking; twisting body; stooping; squatting; seeing; pushing and pulling up to 100 pounds; kneeling; climbing; seeing; reading; decision making; reaching above shoulder level; lifting and carrying up to 50 pounds; using both hands for simple and firm grasping; writing; typing; clarity of hearing; communicating clearly and effectively, in person, with the public, and by two-way radio; fine finger manipulation; operating a motor vehicle or light to heavy equipment through city traffic.

QUALIFICATIONS

Knowledge of:

City operations, procedures, and regulations for water production field work.

Electricity principles, pipefitting, plumbing, pump and motor repair techniques.

Safe and efficient work practices and methods for correcting hazardous conditions.

Principles, practices, and methods used in the maintenance and repair of motors, pumps, and related water production systems and equipment.

Ability to:

Troubleshoot for faulty system equipment and facilities. Provide lead guidance to a small crew.

Operate all water production equipment inclusive of all hand tools with skill and proficiency.

Respond to emergencies as required. Understand and follow oral and written instructions.

Make independent decisions in field situations with effectiveness and efficiency.

Work effectively with other employees, contractors, and the general public.

Recognize and deal with the hazards encountered in the course of work.

Read, interpret, and understand blueprints and construction drawings.

Perform a wide range of mechanical maintenance and repair activities, using standard methods and equipment.

TRAINING AND EXPERIENCE

One year experience in the maintenance and operations of water production or water distribution facilities and one year in a responsible supervisory capacity. A High School Diploma or GED.

LICENSES AND CERTIFICATES

Possession of or ability to obtain a Texas Class "B" CDL with hazardous Endorsement within (90) ninety days. Possession of or ability to obtain a Texas Class "C" Groundwater License with (3) three years.

The City of La Porte is an Equal Opportunity and Affirmative Action Employer.

(Circle One)

I have read the job description above and can perform the job duties **with without** any reasonable accommodation.

Date	Employee's Signature	Date
	Date	Date Employee's Signature