



## Utility Supervisor

**Department:** HCC Utilities Department

**SUMMARY:** Responsible for supervising and coordinating the maintenance of the Hildale/Colorado City Utility facilities and related equipment. Performs skilled installation, maintenance, inspection, and repair work on a variety of sewer, water, gas, propane and fiber system. Will be responsible for coordination of multiple projects; ensure the timely maintenance and repair of existing utilities infrastructure.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Communicates with the Superintendent, and other staff, customers and vendors.

Assign work to assigned personnel; direct personnel in operation of the water treatment plant, on installing, maintaining, repairing and replacing water mains, service lines and hydrants, flow testing well maintenance and installation of new services, sewer collections system, sewer treatment plant, manholes, lift station(s), laterals, gas mains, gas lines and meters, fiber backbone.

Respond to customer inquiries related to water quality, and water sewer, gas high usage; take regulatory samples, investigate leaks; recommend corrective actions.

Organize and supervise the maintenance programs with the use of GPS coordinates for the Geographic Information System (GIS) mapping.

Coordinate installation, maintenance, repairs and replacement of main lines, laterals, stubs, and meters; blue stake all lines. Coordinate work in emergency situations.

Plans and oversees the scheduling and prioritizing of work assignments; monitors status of work in progress and inspects completed work; coordinates projects and work activities with other divisions, departments, contractors and utility companies; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; oversees, coordinates and conducts training activities.

Supervise the coordination, planning and construction of new infrastructure; design issues, inspections of construction sites.

Trains employees in work techniques and the operation and maintenance of specialized equipment.

Oversees the inventory system, fixed assets inventory, and expenditures.

May perform a variety of tasks related to computer work, construction, maintenance and repair duties in the communities.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.



## **KNOWLEDGE AND SKILLS:**

### **Demonstrated Knowledge of:**

City, District and Department procedures, policies and guidelines; City Code; Utah and Arizona Revised Statutes; Occupational Safety and Health Administration (OSHA) laws, regulations and standards; ADEQ and Utah DDW standards;.

Blue Stake policies, procedures and guidelines; Safety procedures, standards and protocol.

Expert understanding of tools and equipment used in installation, maintenance and repair including but not limited to service line remote locator, high pressure vacuum and backhoe; pressure washer and air compressor.

### **Skill in:**

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software.

Creating and maintaining a safe work environment.

Maintain composure while working with irate or difficult customers; providing high quality customer service.

## **MINIMUM QUALIFICATIONS:**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with an Associate's Degree, and five (5) years paid full time experience in the construction, maintenance, and repair of underground utility systems, or wells and storage systems; or sewer collections and treatment systems; which included three (3) years of lead/supervisory experience; OR an equivalent combination of education and experience.

## **LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona or Utah, or meet the transportation needs of the position.

*At time of appointment, must possess:*

- *Grade III Utah Division of Drinking Water Distribution System Operator Certificate*
- *Grade III Utah Division of Drinking Water Treatment Plant Operator*
- *Commercial Driver's License Within*

*one (1) year of appointment*

- *Must obtain and/or possess a Utah Department of Environmental Quality Grade III Wastewater Treatment Plant Operator Certificate*
- *Must obtain and/or possess a Utah Department of Environmental Quality Grade III Wastewater Collections Operator Certificate*

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Majority of work to be performed outdoors in varied temperatures. Work includes walking and operation of a vehicle and construction related equipment. Requires moderate exertion and lifting carrying objects between 20 and 50 pounds, repeated bending, stooping and reaching above the head daily. Performs construction and maintenance functions requiring visual and manual dexterity and precision measurements



and continuous repetitive arm, hand and eye movement. May be exposed to high voltage. May be required to work on call, overtime or extended hours during emergency conditions.

