



CLASS SPECIFICATION

Class Code: 15827
Date Est: 12/2006
Last Rev: 01/2020
Last Title Chg: 01/2020
FLSA: non-exempt
Probation: 12 months

UTILITY SYSTEMS SUPERVISOR

DEFINITION

Under general supervision, plans, coordinates, assigns and supervises the functions and activities of the field crews in the operation, maintenance and repair of Washoe County's wastewater collection, reclaim water, and stormwater conveyance systems; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of progressively responsible work experience in the maintenance, repair, and installation of wastewater collection, reclaim water distribution, and/or stormwater conveyance infrastructure to include one year in a supervisor or lead worker capacity in utility field operations; OR an equivalent combination of certification, training and experience.

LICENSE OR CERTIFICATE

Possession of a valid Class A Commercial Driver's License (CDL) is required at the time of application.

All Nevada State Wastewater Collection System Operator Certifications, in consecutive order up to and including level C-4, must be obtained within four test cycles of being qualified to take each consecutive exam for continued employment.

An Occupational Safety and Health Administration (OSHA) 30 Certification must be obtained within 90 days of date of employment.

A Nevada Backflow Prevention Assembly Tester Certification must be obtained within one year of date of employment.

A Nevada Cross Connection Specialist Certification must be obtained within two years of date of employment.

Employees in this class are subject to drug and alcohol testing in accordance with applicable Washoe County policies.

SUPERVISION EXERCISED

Exercises direct supervision of one or more crews performing the most complex utility operation, maintenance, repair and installation work.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan and schedule required maintenance of wastewater collection, reclaim water distribution and stormwater conveyance systems, including but not limited to, flushing of sanitary sewer mains and manholes, clearing and cleaning lift stations, making repairs of sanitary sewer collection system pipes and systems, repairing reclaim water pressure reducing valve stations, adjusting reclaim water system pressures as directed, installation of reclaim water service meters, repair of reclaim water distribution system piping, and clearing stormwater conveyance systems.

Plan, prioritize, assign, supervise, and review the work of staff responsible for the maintenance and repair activities of utility infrastructure; organize work crews and projects to achieve goals of division.

Coordinate staff training and professional development, motivate and evaluate staff, work with staff to correct deficiencies, and implement disciplinary procedures when necessary.

Inspect utility infrastructures, mapping and measuring of new constructions, provide information to County GIS and Engineering; inspect work sites before, during and after completion of work assignments; ensure work is completed in a safe, satisfactory and thorough manner.

Responsible for preparing reports of equipment usage, time, and materials; maintaining records and preparing work orders; and miscellaneous administrative duties.

Collaboratively work with and actively assist other departments and divisions within Washoe County.

Collaboratively work with neighboring jurisdictions when assessing wastewater, reclaim and stormwater issues that cross jurisdictional boundaries or service territories.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department operations, policies, and procedures.

Computer software specific to the department.

Countywide personnel policies.

Ability to:

Inspect, troubleshoot, operate and maintain all process areas of a wastewater collections system.

Implement work methods, process, and procedures that conform to county, state and federal safe working environments and ensure proper staff training in workplace safety.

Develop cost estimates for operation, maintenance, repair and replacement projects.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and procedures involved with operations, maintenance, repair and replacement of wastewater collection, reclaim water distribution and stormwater conveyance systems.

Basic laws and regulations associated with wastewater collection, reclaim water distribution and stormwater conveyance systems.

Techniques, materials, tools, and equipment used in the operation, maintenance, repair and replacement of wastewater collections, reclaim water distribution and stormwater conveyance systems.

Occupational hazards and standard safety practices.

Ability to:

Effectively organize, schedule and prioritize work requests, assignments, and equipment.

Supervise personnel, including training, assigning and reviewing work, discipline, and conducting annual performance evaluations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Review plans and specifications affecting the wastewater collection, reclaim water distribution and stormwater conveyance systems in order to ensure proper construction, operation and maintenance of these systems.

Maintain and prepare clear, concise, and accurate records and reports using proper English and grammar.

Interpret and apply regulations, policies, and procedures.

Communicate and express ideas effectively, both orally and in writing.

Develop and maintain effective working relationships with County staff and the public.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to frequently stand, walk, stoop, squat, crawl and kneel for extended periods. Ability to lift and move objects weighing up to 80 pounds. Ability to work outdoors with exposure to construction materials, chemicals, varying temperature and weather conditions. Ability to use personal computer, tablets and smart phones. Must be willing to work on-call as needed.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.