

COLLECTION AND DISTRIBUTION SUPERVISOR- 2361

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and intermediate administrative work supervising the operation and maintenance of the sewer collection system and water distribution system and equipment; does related work as required. Work is performed under regular supervision. Supervision is exercised over all collection and distribution system personnel.

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, kneeling, crouching, reaching, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, scheduling and supervising the installation, maintenance and repair of water and sewer lines; overseeing and participating in the preparation and maintenance of appropriate records; preparing reports.

Plans, schedules, supervises and participates in the work of collection and distribution system personnel;

Evaluates and counsels collection and distribution system personnel;

Trains collection and distribution system personnel in use of all equipment;

Prepares, submits and maintains a variety of reports and records on all phases of collection and distribution system operations;

Maintains current knowledge and prepares necessary reports and records for state and federal OSHA and collection and distribution system regulatory activities;

Acts as the ORC of either the collection or distribution system;

Acts as the backup ORC of either the collection or distribution system;

Responds to citizen complaints concerning water quality or sewer problems; tests or has tested water samples;

Oversees and approves new water and sewer lines; tests new lines for compliance with regulations;

Ensures that collection and distribution systems meet all federal, state and local requirements;

Evaluates employee performance and enforces discipline; interviews applicants; recommends hiring and promotions;

Develops and enforces system operations safety and other procedures and regulations;

Prepares plan budget and monitors expenditures;

Oversees regular charting, testing, and logging of collection and distribution system operations;

Inspects the operation of the collection and distribution systems to ensure conformance to standards and proper operation;

Oversees and directs the calibration, maintenance and repair of collection and distribution system equipment;

Assists in the repair, maintenance, and installation of new collection and distribution system equipment;

Maintains daily records and reports on collection and distribution system work activities;

Responds to emergencies when required; subject to call-back;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

Responsible to accurately review all personnel time sheets and submit to the payroll department.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and equipment of collection and distribution system operations; thorough knowledge of chlorination requirements of water distribution systems; thorough knowledge of the occupational hazards and safety precautions involved in collection and distribution system operation; thorough knowledge of collection and distribution system regulatory requirements; ability to plan and supervise collection and distribution system operations; ability to prepare detailed reports and maintain records; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in civil engineering or public management or related field and/or extensive experience in collection and distribution system operations.

SPECIAL REQUIREMENTS:

Possession of a Grade A Water Distribution certification, Class II Wastewater Collection certification and Cross Connection Control certification issued by the State of North Carolina and trenching/shoring competent person training.