

UTILITY OPERATIONS SUPERVISOR

SUMMARY/PURPOSE

To supervise, plan, schedule, and review activities related to the operations and maintenance of the City's gas, water, sewer, and stormwater systems including transmission, distribution, storage and pump facilities, sewer and stormwater pump facilities, and sewer collection system. Provides administrative direction and technical assistance and training to division staff, and does related work as required. This classification is responsible for the work of all assigned crews installing, operating, maintaining, and repairing City-owned utility systems and associated equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establish and implement policies and procedures for Utility Operations.
2. Plan, organize, and direct the installation, operation, maintenance, and repair of City-owned utility systems and associated equipment.
3. Evaluate the effectiveness of Utility Operations.
4. Establish and maintain records of operations; produce reports as required and requested.
5. Receive, investigate, and respond to public inquiries, concerns, complaints, and requests for service.
6. Participate in budget development; approve budgetary expenditures.
7. Assist in the development and monitoring of capital improvements and the Capital Equipment plan.
8. Coordinate Utility Operations projects and programs with other City departments, outside contractors, customers, and the general public.
9. Manage employee performance, and provide training, coaching, and mentoring for employees. Conduct consistent, fair, and equitable performance evaluations.
10. Provide clear, sufficient, and timely information to the unit workers about plans, expectations, tasks, and activities.
11. Demonstrate support for the organization by managing the efforts, behavior, and quality of work produced within the unit.
12. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and moving forward within the work environment.
13. Coordinate work schedules, and approve or reject leave requests.
14. Effectively recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
15. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Possess a bachelor's degree in engineering or science plus two (2) years of experience in coordinating the operation of a Minnesota Class S-A Wastewater System or Facility or a Minnesota Class A Water Treatment Facility or natural gas distribution; or
 - B. At least six (6) years of experience in the operation of a Minnesota Class S-A Wastewater System or Facility or a Minnesota Class A Water Treatment Facility, with at least two (2) years of that being in a lead capacity.
2. License Requirements
 - A. Possession of a valid Minnesota Driver's License or equivalent.

- B. Possession of a Minnesota Class S-B Wastewater Treatment License and a Minnesota Class D Water Treatment License; or a Minnesota Class B Water Operator's License and a Minnesota Class D or S-D Wastewater Treatment License.
- C. Possession of a Minnesota Class S-A Wastewater Treatment License; or a Minnesota Class A Water Operator's License within two (2) years of the date of appointment.
- D. Must complete the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities.

3. Knowledge Requirements

- A. Thorough knowledge of municipal utilities, particularly as related to the construction, maintenance and operation of water, gas, and sewer systems.
- B. Knowledge of electronics, electricity, hydraulics, and mechanics.
- C. Knowledge of large pumps and pumping systems.
- D. Knowledge of large electric motors and electrical/electronic/computer control systems, including SCADA systems.
- E. Knowledge of applicable safety laws, rules, and regulations.
- F. Knowledge of the principles of project planning, implementation, and evaluation.
- G. Knowledge of budgeting, including the principles of cost accounting.
- H. Knowledge of the basic specifications, operating capabilities, and applications of equipment and vehicles used in Utility Operations maintenance, such as piping systems, large pumps, light and heavy duty maintenance construction equipment, electric motors, and electrical/electronic controls.
- I. Knowledge of accepted supervisory practices.
- J. Knowledge of labor relations and the labor agreements.
- K. Knowledge of local, state, and federal laws and regulations related to Utility Operations.
- L. Knowledge of other agencies related to Utility Operations activities.
- M. Knowledge of safe working practices and ability to perform work in a safe manner.

4. Skill Requirements

- A. Exhibits leadership qualities of adaptability, dependability, and accountability.
- B. Skill in evaluating and analyzing operations and procedures related to divisional activities.
- C. Skill in effectively communicating and preparing concise written and oral reports.
- D. Skill in resolving customer complaints and concerns.
- E. Skill in supervising others in an open and participative work environment.
- F. Skill in applying accepted principles of Utility Operations.
- G. Computer skills, specifically spreadsheet and word processing applications.

5. Ability Requirements

- A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources, demonstrates an ability to identify and use appropriate materials, methods, and resources necessary to complete the most complex assignments associated with the unit's work.
- B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- C. Ability to read and interpret plans, specifications, and other technical literature.
- D. Ability to transport oneself to, from, and around construction projects throughout the City.
- E. Ability to design and deliver presentations.
- F. Ability to set performance standards and goals.
- G. Ability to interpret and analyze collected data and descriptive statistics such as reports to the Environmental Protection Agency, Minnesota Pollution Control Agency, Minnesota Department of Health, Minnesota Office of Pipeline Safety, and the Western Lake Superior Sanitary District.

- H. Ability to research new products and contract services, collect bids, and make price comparisons.
- I. Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.
- J. Ability to use good judgment during emergency situations, such as unplanned events, power outages, and sudden mechanical failures.

6. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around work sites of projects, tests, and other assignments.
- B. Ability to attend work on a regular basis.
- C. Ability to work outside year round and in inclement weather.
- D. Ability to work at height above an excavation; and climb into and out of excavations.
- E. Ability to lift and carry up to 50 pounds occasionally and frequently lift and carry up to 25 pounds.

HR: MC	Union: Supervisory	EEOC: Skilled Craft Workers	CSB:	Class No: 1550
WC: 6319	Pay: 1080-1095	EEOF: Utilities/Transportation	CC:	Resolution: