

Employment Opportunity. The City of Kimball, NE- Water Utility Supervisor. Salary negotiable based on experience. Primarily responsible for the general operations of the Water Department. Requires a high school diploma or GED and two years' experience in related field. Applicant required to be certified with Grade 3 Water License within 6 months of hire. Must have valid Nebraska driver's license, be insurable under the City of Kimball's automobile policy. Pre-employment drug test is required. Applications and job description may be obtained at City Hall at 223 South Chestnut, Kimball, NE 69145 or at [www.kimballne.org](http://www.kimballne.org) . Applications will be accepted until position is filled. EOE.



**Position Description**

<b>Job Title:</b>	<b>Water Utility Supervisor</b>	<b>Grade Number:</b>	22
<b>Department:</b>	Water	<b>Date Modified:</b>	December 3, 2020

This is an Exempt position under the FLSA guidelines.

**General Purpose:**

Primarily responsible for the general operations of the Water Department and requires exercising discretion and independent judgment. This position organizes and plans work assignments, conducts training, and develops recommendations for staffing, capital improvements, and assists in the development of the overall operational policy for the Water Department.

**Essential Duties and Responsibilities:**

**SUPERVISION RECEIVED:**

Works under the general supervision of the City Administrator.

**SUPERVISION EXERCISED:**

Exercises supervision over employees involved in the operation and maintenance of facilities and equipment related to water operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Schedule, dispatch and assign workers and equipment in various repair maintenance and construction projects.
- Supervise the work of Water Department staff in the tasks of maintenance, cleaning, construction and other tasks involving manual labor and skilled labor operations.
- Primarily responsible for conducting routine water sampling.
- Train employees on proper sampling techniques.
- Supervise the operation and maintenance of the sewer collection system to ensure the safe and efficient transfer of wastewater through the system.
- Supervise all annual startup, maintenance operation and winterizing of the City Municipal Swimming Pool.
- Monitor employees to ensure they are following safety policies and procedures.
- Review work goals daily to efficiently schedule manpower.
- Keep time and work records and prepare other periodic reports.
- Handle citizen complaints in a positive and timely manner.
- Operate water SCADA System and Auto Dialer equipment.
- Monitor and review inventory, purchasing and expenditures.
- Supervise the maintenance of all equipment.
- Assist in the planning, construction and inspection of all water distribution system improvements.



## Position Description

- Attend meetings relating to area construction projects where the water distribution system is concerned.
- Conduct performance evaluations of all employees assigned to the work crew.
- Make recommendations on department operations including personnel management, inter-departmental cooperation, and coordination of special projects.
- Inspects and/or repairs pumping stations, reservoir, wells, meters, and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly.
- Performs all duties in conformance to appropriate safety and security standards.
- Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water facilities.
- Assist with annual budget preparation.
- Other related duties as assigned.

### **PERIPHERAL DUTIES:**

- Operates light and medium-sized construction and power equipment, such as skid loader, dump trucks, sewer maintenance equipment, or backhoe.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- Education and Experience:
  - High School Diploma or GED
  - Two (2) years of related experience relating to construction, maintenance, or repair; or
  - Any equivalent combination of education and experience.
- Necessary Knowledge, Skills and Abilities:
  - Ability to plan, direct and review the work of subordinates in all phases of operation and maintenance.
  - Ability to understand and follow oral and written directions.
  - Ability to deal with the general public and co-workers in a positive manner.
  - Ability to operate light and heavy equipment.
  - Ability to communicate effectively both orally and in writing.
  - Knowledge of mechanical equipment and the ability to supervise maintenance programs of such equipment.
  - Ability to lift up to 60 pounds with the ability to lift lesser weights repetitively and to perform other physical activities needed to accomplish the essential functions of the



## Position Description

position.

### **SPECIAL REQUIREMENTS:**

- Valid State Driver's license and CDL certification, or ability to obtain one.
- Must be insurable under the City of Kimball Automobile Policy.
- Ability to achieve Grade III Water Operators License and Backflow Certification as required by the State of Nebraska Department of Health and Human Services.
- Experience in water operations and maintenance work

### **TOOLS AND EQUIPMENT USED:**

- Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.



## Position Description

- The noise level in the work environment is usually loud

### SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	