



City of Phoenix UTILITY SUPERVISOR

JOB CODE 53060

Effective Date : 10/07

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to maintain efficient water service to customers by supervising field work crews engaged in the construction, maintenance, and repair of the water distribution system or field work crews engaged in the maintenance, repair, and installation of the wastewater collection system. Supervision is exercised over Utility Foremen, Senior Utility Technicians, Utility Technicians/Trainees, Utility TV Technicians, Utility Specialty Technicians, Equipment Operators, Backhoe Loader Operators, and Support Services Aides. This classification differs from the Utility Foreman due to its broader range of responsibility for water distribution or wastewater collection operations over a large geographical area of the city. Utility Supervisor incumbents assigned to the Water Distribution Division exercise independent judgment in completing work assignments and their work is evaluated by a Senior Utility Supervisor or an Assistant Superintendent who reviews the work on the basis of results achieved. Utility Supervisor incumbents assigned to the Wastewater Collection Division exercise independent judgment in completing work assignments and their work is evaluated by an Assistant Superintendent who reviews the work on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Plans, assigns and supervises the work of service crews engaged in the construction, installation, relocation and repair of water mains, service connections, fire hydrants, valves and related water distribution system facilities or crews engaged in the operation, maintenance, construction, cleaning, inspection, and repair of the City wastewater collection system equipment/facilities;
- Inspects the work in progress of employees, checks materials and workmanship, suggests improvements in work methods and procedures;
- Reads and interprets engineering specifications and drawings, and prepares field sketches and work reports;
- Approves purchases of inventory, including materials, tools, and equipment, and if applicable, oversees fixed asset inventory within assigned warehouse;
- Trains employees in work procedures, City policy and safety practices;
- Represents the City to citizens in resolving service requests and complaints, contacting property owners, contractors, utility company employees and other City departments to secure cooperation to resolve maintenance matters;



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- Updates a database by entering data or information into a terminal, PC, or other keyboard device;
- Recognizes needed repairs and makes time and material estimates;
- Conducts monthly yard/section meetings to inform employees of the division's activities, and organizes employee safety training;
- Receives requests for emergency and unscheduled work and makes arrangements for prompt performance of work;
- Supervises safety activities, investigates and prepares accident and damage reports;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- The City's water distribution or wastewater collection systems.
- Materials, methods, practices, techniques and equipment commonly used in used in the construction, maintenance and repair of water distribution system or in the construction, maintenance, repair and inspection of the wastewater collection system.
- Hazards associated with sewer maintenance work and/or other hazards regarding safety measures to be observed.
- Principles and practices of supervision and personnel administration.
- Principles and practices of civil engineering as applied to the water distribution or wastewater collection system construction, maintenance and repair.
- Trench safety, confined space entry, hard hat, reflective vest, and other safety regulations.

Skill in:

- The use and care of equipment and tools used in constructing, maintaining, and repairing of the City's water distribution system or in constructing, maintaining, repairing, and inspecting of the City's wastewater collection system and other related structures and facilities.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Observe or monitor people's behavior, data, or objects to determine compliance and enforcement within prescribed operating or safety standards.



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- Communicate orally with customers, clients, or the public in a face-to-face one-to-one setting.
- Work cooperatively with other City employees and the public.
- Work in a variety of weather conditions with exposure to the elements.
- Comprehend and make inferences from written material such as operations and procedures manuals and Material Safety Data Sheets (MSDS).
- Read and interpret engineering specifications and drawings.
- Use graphic instructions, such as blueprints, or other visual aids.
- Produce written documents in the English language, with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Enter data or information into a terminal, PC, or other keyboard device.
- Estimate materials and equipment required for future operations and to prepare reasonable specifications for such materials.
- Travel across rough, uneven, or rocky surfaces.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Possession of an Arizona Department of Environmental Quality Grade 4 certification in Water Distribution or Wastewater Collection by the end of probation. Appropriate certification must be maintained as a condition of employment in this job classification.
- This classification requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL).
- Pre-employment drug testing is required for all positions. Employees in CDL Tester positions will be subject to unannounced alcohol and drug testing as a condition of continued employment.
- Some positions will require the performance of other essential functions depend upon work assignment, location or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience working within the water distribution system or wastewater collection system, including one year of supervisory experience at the level of Foreman, supplemented by college level courses in mechanical or civil engineering. Other



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combinations of experience and education that meet the minimum requirements may be substituted.