



**City of Phoenix**

## **Utility Supervisor**

Job Code:	53060	Job Function:	Utility Services
Salary Plan:	001	Grade:	034
FLSA:	Nonexempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Service Maintenance
SOC:	11-9199.00	Last Revision:	October 2020

*The listing of duties and responsibilities shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the essential functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification*

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to supervise the work of employees engaged in the operation, maintenance, inspection, and repair of the City's water and wastewater infrastructure or the accurate identification, location, and marking of City of Phoenix water, wastewater, and reclaimed infrastructure in compliance with Arizona Blue Stake Law. 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. Incumbents are subject to periodic rotation and are expected to be able to perform effectively in any of the assigned areas within their respective divisions.

### **SUPERVISION RECEIVED/GIVEN:**

Supervision is received from a Water Services Superintendent or other managers.

Supervision is exercised over Utility Crew Chiefs and Support Services Aides.

### **ESSENTIAL FUNCTIONS:**

- Participates in the overall management, planning, organization, and direction of activities relating to the daily operation, maintenance, and improvement for the water distribution or wastewater collection system
- Oversees employees' work activities by directing and monitoring the work crews and assigning work duties as needed
- Responds to emergency issues to ensure proper remedial action is taken, solutions are implemented, and all reporting is completed
- Reviews Automated Vehicle Locator exception reports and document results
- Performs administrative duties such as preparing employee appraisals, email communications, inventory control, conducting research, reviewing productivity, reading construction plans/as-built, modifying quarter section maps, investigating and resolving customer complaints, and scheduling activities
- Manages budget by preparing estimates, monitoring contracts, accounting for line items, preparing payroll, and reviewing and approving purchase order requests
- Updates management on daily operations, important developments, short and long-range goals, work activities, employee performance, coaching, and training
- Provides input to management for employee hiring, disciplinary action, and coordinates staff professional development, safety, and Environmental training and technical training
- Maintains a schedule for vacations, weekend, and holiday coverage
- Provides feedback for the development, implementation, and revision of operational and safety policies and ensure they are being followed
- Adheres to industry and City safety standards, policies, practices, and procedures, in accordance with government standards such as AZ811, OSHA, and MAG



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- Complies with Arizona Department of Environmental Quality (ADEQ) regulations including Capacity Management Operations and Maintenance (CMOM) plan and proper certifications of employees
- Delivers outstanding customer service
- Establishes and maintains open communication with all internal and external customers; to include co-workers, contractors, residents, and other City departments.
- Informs immediate supervisor of daily operations, important developments, and work activities
- Maintains regular and reliable attendance

### **REQUIRED KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Methods, materials, tools, and equipment used in the installation, maintenance, and repair of the water distribution or wastewater collection system or utility locating
- Hazards inherent to water or wastewater maintenance work and safety measures to be observed including confined space entry procedures and trench safety regulations, personal protective equipment policies, and other safety issues inherent in the work
- Principles and practices of supervision and personnel administration
- Work order and asset management systems

#### Ability to:

- Work cooperatively with other City employees
- Treat others with respect
- Assists with training new and promoted employees
- Communicate orally with customers, clients, or the public in either a face-to-face, one-on-one setting, or by using a telephone
- Perform basic math calculations such as addition, subtraction, multiplication, division, and percentages
- Review and approve work orders, timesheets, notes, inventory usage, and all associated attachments in the asset management system
- Work in extreme weather conditions including extreme heat, thunderstorms, high winds, humidity, sudden temperature changes
- Read and interpret GIS utility maps in various formats, manuals, and work orders

### **Additional Requirements:**

- Possession of an Arizona Department of Environmental Quality Grade IV certification in Water Distribution or Wastewater Collection (depending on assignment) by the end of probation
- For Utility Locating: Possession of an Arizona Department of Environmental Quality Grade IV certification in Water Distribution or Wastewater Collection and a Grade I certification in the other discipline 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.
- Pre-employment drug testing is required for all positions
- Employees in CDL Tester positions may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license
- Employees in CDL Tester positions will be subject to unannounced alcohol and drug testing as a condition of continued employment



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### **ACCEPTABLE EXPERIENCE AND TRAINING:**

- Five years experience in construction, maintenance, and repair of water distribution and/or wastewater collection systems, and/or identify, locating, and marking water, wastewater, and reclaimed water infrastructure in compliance with state law
- Experience must include one year of supervisory experience at a level to equivalent to Utility Foreman, supplemented by college-level courses in mechanical or civil engineering
- Other combinations of experience and education that meet the minimum requirements may be substituted.