

CITY OF ANN ARBOR, MICHIGAN JOB DESCRIPTION

JOB TITLE: Water Utility Supervisor

Job Numbers: 197400/01/10/11/20/21/
197500/10/20

Date Finalized: 11/14/14

Service Area: Public Services Service Unit: Wastewater/Water Treatment	Accountable To: Service Unit Manager (or his/her designee)
Mission Statement The City of Ann Arbor is committed to providing excellent municipal services that enhance the quality of life for all through the intelligent use of resources while valuing an open environment that fosters fair, sensitive, and respectful treatment of all employees and the community served.	
Role Summary To develop, facilitate and assist Water Utility employees in operating, maintaining, inspecting, installing and repairing water treatment and wastewater treatment facilities and associated collection and distribution equipment, systems and components.	
Duties Incumbent may be responsible for, but not limited to, the following technical and skilled duties, both participatory and supervisory: <u>Essential Duties</u> • Work is performed on an assigned shift and involves the oversight and operation of process control and equipment, routine laboratory analyses, the responsibility for maintaining safe liquid, solid and air discharges into the environment and adequate quantity and pressure of a potable water supply • Supervision of personnel and conducting plant inspections to ensure continued and productive operations. • Supervising, facilitating and managing the professional development, training needs and performance of Water Utility employees • Providing leadership for Self-Directed Work Teams • Managing personnel, which includes assisting in planning and facilitating work assignments, training, inspection follow-up, mentoring, conducting performance evaluations and issuing discipline • Developing and administering in-plant and/or City training programs, policies and procedures, and coordinating external training and testing • Enforcing City and Department work rules and implementing collective bargaining agreement provisions • Ensuring that supervised personnel are properly trained and/or certified to perform the duties of their job • Ensuring compliance with safety and environmental regulations (MDEQ and EPA) for hazardous materials • Ensuring the safe and proper use of various hand tools, power tools and test instruments • Ensuring that proper safety practices for, but not limited to, confined space entry, storing, handling and transporting compressed gases and chemicals are followed • Assuring the proper use of correct lock-out and tag-out procedures	

Related Work

- Completing work process demonstration and documentation
- Performing data collection and report generation
- Performing related work as assigned.

The Way We Work

The Employees of the City of Ann Arbor...

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of City services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner
- Apply the proper safety/security practices according to established protocols, guidelines and policies.

Knowledge of: (position requirements at entry)

- Facilitating Self-Directed Work Teams
- Machines and tools, including their design, use, benefit and maintenance
- General operating principles, practices and procedures of a water utilities plant
- General production and processing procedures (input, output, quality control, waste)
- General chemistry, mathematics and hydraulics
- General mechanic practices, procedures, tools, and equipment
- General preventive maintenance practices and adjustment of water utility equipment
- General maintenance management, inventory control and City purchasing procedures
- General computer hardware and software applications
- Basic hazard, work safety and water safety precautions for the water utilities industry

Skills and Ability to: (position requirements at entry)

- Communicate through oral and written instruction
- Coach Self-Directed Work Teams
- Develop both written and hands-on training
- Coordinate training and testing on the following:
 - Repairing machines, equipment and systems using necessary tools
 - Reading, interpreting, and following manuals, plans, technical drawings and maps
 - Operating laboratory and plant equipment and record-keeping
 - Monitoring operational controls, computer screens, gauges, dials and meters
 - Identifying problems and finding solutions as an individual and a member of a team
 - Chemical process analyses
 - Conducting tests to determine functionality of water utility components
- Using computers and related software applications

Equipment

Basic hand tools, laboratory and field testing equipment, safety and personal protective equipment (PPE), forklift, personnel lift, power tools, shop equipment and computer and miscellaneous office equipment and motor vehicle.

Training and Experience

- High school graduate or equivalent (GED)
- Experience in waste/water treatment plant operation and maintenance: at least 3 years
- Demonstrated leadership abilities: at least 1 year
- Additional requirements determined by the Water Utility Supervisor Job Progression Chart

Licensing Requirements (additional position requirement at entry)

- Valid driver's license and MDEQ F-3 (WTP) or C operating license (WWTP)
or
- Equivalent license from another State. If hired with an equivalent license from another State, an MDEQ F-3 or C must be obtained within 12 months of hire date.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to perform climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, driving and repetitive motions.

The physical ability to safely operate a motor vehicle, as incumbent may be subject to local and long distance driving. Incumbent may be exposed to hazardous physical conditions (i.e., confined spaces, heights, mechanical parts, electrical currents, vibration, etc.), poor atmospheric conditions (i.e., fumes, odors, dusts, gases, and poor ventilation), extreme temperatures, inadequate lighting, and intense noise. More specifically, incumbents must have the ability to perform confined space activities including, but not limited to; climbing ladders, use of safety retrieval harness, retrieving coworkers weighing up to 300 pounds with a winch assisted retrieval unit, wearing respiratory protection and all PPE required to perform safe work tasks. The incumbent may have to move full wheelbarrows of grit, sludge cake and other material weighing up to 100 pounds, and work in pits and tanks wearing applicable safety and PPE. Incumbents must have the ability to lift tools, supplies and equipment weighing up to 50 pounds. If necessary, the physical ability to enter into and exit from a boat, carrying equipment and supplies, etc. (rowing may be required).

Heavy Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Description Prepared By

Human Systems Design Team, June 2002 / Revised 6/09 EK, SB and RMM/ Revised B. Steglitz/HR Review AC, AW 11/14/14