



**BRIGHAM CITY CORPORATION**  
**Job Description**

<b>Title:</b>	<b>Water Supervisor</b>	<b>Code:</b>	<b>642</b>
<b>Division:</b>	Water	<b>Effective Date:</b>	09/2007
<b>Department:</b>	<b>Public Works</b>	<b>Last Revised:</b>	<b>10/2021</b>
<b>GRADE:</b>	<b>72</b>	<b>FLSA Status:</b>	Non-exempt
<b>WAGE RANGE \$31.65 - \$37.23 – 42.82 (depending on qualifications)</b>			
<b>OPENED: October 25, 2021</b>		<b>CLOSES: Until filled</b>	
<b>(1<sup>st</sup> Review of Application: November 8, 2021)</b>			

GENERAL PURPOSE

Performs a variety of supervisory and journey level skilled duties related to planning, organizing, directing, and coordinating the day-to-day maintenance, repair and operations related to culinary water supply, treatment, transmission, distribution and Aquifer Storage and Recovery (ASR) program. Assures total water quality according to Federal, State, and local regulations. Oversees the monitoring and reporting of the status of the city culinary water sources. Participates in the development of city water quality programs and ordinances.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Provides close to general supervision to Lead Water System Operator, Cross Connection Control Administrator, Water System Operator(s), IV, III, II and I.

ESSENTIAL FUNCTIONS

Plans, organizes, directs and oversees the administration of the water division within the city including all aspects of the culinary water system, collection, disinfecting, treatment and testing, transmission and distribution; acts as the City's direct responsible charge (DRC) operator; monitors, reviews and approves design and work of contractors; performs plan reviews; updates and maintains standards for all water system projects; acts on all requests for new service line connections, determines most feasible methods and location for such installations; oversees city cross connection backflow program, monitor quality of contracted services, and aquifer storage and recovery program (ASR).

Supervises division personnel; implements department policy and rules; informs personnel of new procedures and policy changes; administer in-service training and safety programs; conducts interviews, evaluates employee performance; disciplines as necessary; organizes and conducts division meetings; prepares work assignments, orients crew to project details; provides guidance as to project specifications, deadlines, standards, and methods of construction. Monitors and informs Director, and employees of continuing education unit needs related to certification renewals. Prioritizes project priority and system needs.

Provides assistance to Public Works Director in preparing the division budget; prepares projections of division needs related to personnel, equipment, and materials; predicts growth on existing systems, analyzes costs; formulates and implements plans for maintenance and orderly development; submits requisitions for the purchase of supplies and materials used in the installation and /or repair of the water systems; verifies all costs incurred by the division.

Supervises daily inspection of city waterworks including the mains, storage reservoirs, pumps, wells, sources of supply, water meters; etc.; insures proper equipment maintenance; assures proper operation of chlorination and fluoridation facilities; assures compliance with Utah State Department of Natural Resources dam safety regulations; manages the Mantua reservoir and control structures; Assists in making decisions controlling reservoir elevations related to flood control and filling for irrigation and power generation; maintains reservoir dike in accordance with Water Resources Dam Safety requirements; assures compliance with Utah State Division of Drinking Water regulations and Utah State Division of Water Quality regulations. Oversee all maintenance of the Mantua Reservoir and all City owned properties within the Mantua drainage areas.

Establishes priorities to deal with emergencies and unanticipated needs; assigns manpower and material resources to various water related projects; inspects work sites for unusual problems or nonconformity to project specifications; investigates and resolves complaints.

Assists in routine checks of springs, pumps, wells, water lines; may participate in general projects, operates equipment in installing and maintaining lines, installs meters, maintains pumps, wells, and automatic valves; oversees maintenance records of all lines and systems; insures adequate water supply during times of peak usage.

Responds to emergency calls twenty-four hours a day; determines necessary personnel and materials needed to solve the problem.

Provides assistance and support to other divisions of Public Works as needed.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school or equivalent; plus, two (2) years of specialized training directly related to above duties provided through professional workshops, in-service courses, or college;
  - AND
  - B. Five (5) years of progressively responsible experience in a field directly related to above duties; two (2) years of which must have been in a supervisory or managerial capacity;
  - OR
  - C. An equivalent combination of education and experience.
  
2. Knowledge, Skills and Abilities:

**Considerable knowledge of** water supply and distribution, irrigation systems; principles of supervision; construction requirements for water distribution and pumping systems; hazards and precautions associated with trench work and waterline construction; state or federal regulations governing installation and maintenance of water systems; water quality laws; water sampling methods and regulations; vulnerability assessment and emergency response criteria; budget

preparation and fiscal management; interpersonal communication skills; computer and various applications.

**Working knowledge of** general laboratory processes and procedures, chemistry, and microbiology.

**Ability to** analyze water system(s), identify problems and determine optimum solutions; make accurate decisions in emergency situations where consequences of error could be costly; communicate effectively verbally and in writing; plan and organize work of subordinate personnel; evaluate employee performance and make related decisions for the good of city service; enforce related policies, procedures, regulations, and standards without partiality; develop effective working relationships with elected officials, public and private managers, department heads, subordinates, government agencies, and the public.

3. Special Qualifications:

Must possess a valid state of Utah driver license.

May be required to obtain a Class A Commercial Driver License within 12 months of hire.

Must obtain a State Water System Distribution certification, Grade IV within 12 months from the date of hire.

Must possess a State Cross Connection Administrator certification, within 12 months from date of hire.

4. Work Environment:

Incumbent of the position normally works in an outdoor environment, subject to changing and seasonal weather extremes. Occasionally, tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

**NOTE:** All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

**HOW TO APPLY:**

Complete and submit an employment application at the following web address:

<https://brigham.seamlessdocs.com/f/6w9iwoihhu22>

**BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER**