



City of Tempe

WATER UTILITIES SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	409	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Utilities Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Water Utilities Operations Manager or from other management staff.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of experience in the installation, maintenance and/or repair of water and/or wastewater system assets for a utility. Including, one (1) year supervisory or lead responsibility experience
<i>Education:</i>	Equivalent to an associate degree from an accredited college or university in water or wastewater treatment, public administration, environmental science or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of a valid Class A Commercial Driver’s License (CDL) with tanker endorsement is preferred. ● Possession of an Arizona Department of Environmental Quality (ADEQ) Grade 3 Water Distribution System Operator Certification and an ADEQ Grade 3 Wastewater Collection System Operator Certification ● Possession of, or required to obtain within twelve (12) months an ADEQ Grade 4 Water Distribution System Operator Certification and an ADEQ Grade 4 Wastewater Collection System Operator Certification.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Coordinate the installation, maintenance and repair of the City's water distribution, wastewater collection and stormwater collection systems. To coordinate related activities and projects and identify and resolve issues related to daily water distribution, wastewater collection and stormwater collection systems operations and maintenance. Manage and administer related contracts and perform a variety of technical and administrative tasks related to assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to address or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

- Follow safety regulations and safe work practices are observed at job sites including traffic/barricade compliance, proper trenching and shoring procedures and competent person and confined space entry procedures.
- Plan, organize and supervise work groups involved in the installation, maintenance and repair of water mains, water valves, fire hydrants, water service lines and meter vaults and boxes.
- Plan, organize and supervise work groups involved in the operation, maintenance and repair of wastewater collection system pipelines, Closed Circuit Television (CCTV) sewer mains inspections, reclaimed water lines, lift stations, siphon and diversion structures, meter stations and odor and corrosion control facilities.
- Plan, organize and supervise work groups involved in the operation, maintenance and repair of stormwater collection system appurtenances and Closed-Circuit Television (CCTV) stormwater main inspections.
- Conduct preventative maintenance using accepted industry asset management standards and best practices. Provide proactive performance planning utilizing performance management tools; establish and discuss job responsibilities, performance expectations and performance goals with assigned staff; evaluate staff and make recommendations to the manager regarding employees' progression through the flex class series.
- Select, train, motivate and oversee staff; track, assign and oversee the work of staff; establish schedules and methods for work performed and ensure adherence to proper workgroup procedures and policies.
- Review organizational goals and objectives; evaluate operations and activities in assigned areas of responsibility and recommend improvements and modifications.
- Ensure the proper tools, supplies, training and other resources are available to aid in efficient crew deployment and job completion.
- Assist, evaluate and coordinate on the job training for employees.
- Assist and coordinate staff training programs and compliance with existing training and/or certification requirements.
- Interpret, explain and enforce federal, state, county and city laws, rules, codes and regulations concerning Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Arizona Department of Health Services (ADHS) and ADEQ to maintain regulatory compliance.
- Produce, review and approve final written reports; ensure reports are distributed to

appropriate parties.

- Review and comment on Engineering plans to ensure they meet workgroup standards.
- Assist with work section budget development and management; monitor, review, approve and control expenditures.
- Respond to requests and inquiries from the public and other city departments; investigate inquiries and recommend corrective action as necessary.
- Assign, track and schedule work using Tempe’s asset management system; enter, review and maintain data for accuracy; train and assist employees with system navigation and utilization.
- Read and interpret the City’s Geographic Information System (GIS) utility maps.
- Inspect and approve water taps, sewer taps, water service or any other type of water or sewer appurtenances installed by contractors as requested.
- Communicate and act as a liaison with other local and national municipalities and industry organizations; obtain statistical data; benchmark core industry functions against other local and national industry functions; research and evaluate concepts, products, services and equipment; make recommendations and assist in implementation.
- Represent the Utility Services section with outside groups, other city divisions, customers and business partners.
- Demonstrate customer service by coordinating workgroup activities with other City sections, divisions, departments and outside agencies; provide service to customers impacted by water, wastewater and stormwater services.
- Perform related duties as assigned.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe’s competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2002

Written March 2003

Revised October 2006 (update duties)

Revised December 2010 (title change; report to Water Distribution & Collection Mgr)

Revised March 2015 (title change; update job duties and minimum quals)

Revised September 2017 (update job duties and minimum quals)

Revised January 2018 (added the driver's license statement and range adjustment)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)

Revised January 2021 (MQ's, added when assigned to sections, updated essential functions and other duties)

Revised November 2022 (update min quals, essential functions, and job duties)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Water Utilities Supervisor

Job Code: 409

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?	X	

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*	X			
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*			X	
Computer Software			X	
Fumes		X		
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water			X	
Extreme Heat			X	
Extreme Cold			X	
Office Setting			X	
Confined Spaces		X		
Excessive Noise**		X		
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- Must be physically present
- May require working extended hours, including holidays, weekends, nights, and callbacks. Assignments require stand-by shifts outside the normal work schedule.
- CDL License, Class A with Tanker Endorsement is preferred.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**