



City of Tempe

IRRIGATION SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	265	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Community Services Supervisor – Maint/Ops
<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 direction from an assigned area manager and/or other managerial staff.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of water system maintenance, installation and repair experience. One (1) year of lead or supervisory experience.
<i>Education:</i>	Equivalent to the completion of an associate degree related to the core functions of the position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of Arizona Department of Environmental Quality (ADEQ) Wastewater Collection and/or Water Distribution Certifications is preferred.

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. To plan, assign, supervise and coordinate the maintenance of the City’s infrastructure systems including, but not limited to, irrigation or storm drain line maintenance, construction and repair activities, as well as staff involved in the administration of related contracts. Perform a variety of technical tasks relative to assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover 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.

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies.
- Provide pro-active performance planning utilizing performance management tools.
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals.
- Recommend and assist in the implementation of goals and objectives; implement policies and procedures.
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required.
- Respond to requests and inquiries from the general public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate irrigation/storm drain maintenance activities with other divisions and departments as well as outside agencies and contractors.
- Ensure proper water shutdowns during irrigation/storm drain construction and maintenance activities as well as emergency irrigation and storm drain breaks.
- Arrange for photographic and videotaping services of irrigation system components for evaluation by contractors and staff. Ensure required federal safety guidelines are met.
- Coordinate and perform investigations and inspections of storm drain, and irrigation system infrastructure.
- Establish and maintain a computer-based operation and maintenance program for the City's irrigation system.
- Negotiate resolutions of problems and contractual agreements, both internal and external to the organization.
- Design and maintain customer service data, publish Irrigation Newsletter and maintain Irrigation web page.
- Provide information to mapping staff to ensure proper mapping of underground irrigation/storm drains and related records.
- Check facilities and equipment for needed maintenance and repairs; implement and monitor a preventative maintenance program.
- Prepare work section budget; monitor, review, approve and control expenditures including purchases.
- Schedule and coordinator water orders with SRP for irrigation runs.
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work.
- Perform work and operate a variety of equipment as required utilizing proper safety precautions related to all work performed.
- Develop and maintain robust asset management plan.
- 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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective February 2000</i> <i>Revised August 2001</i> <i>Revised April 2002 Certificates</i> <i>Revised April 2006 (Exempt to Non-Exempt Status & title change – from Water Systems Supervisor)</i> <i>Revised Feb 2011 (Revised Driver's license requirement)</i> <i>Revised March 2013 (Revised job duties and MQ's)</i> <i>Revised January 2017 (added physical/mental activities)</i> <i>Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Irrigation Supervisor

Job Code: 265

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

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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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	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	X	X	26-50lbs	X	X
51-75lbs			51-75lbs		
76-100lbs			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:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time.

*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**