

CLASS TITLE: WATER SUPPLY SECTION HEAD

PURPOSE OF THE CLASSIFICATION: Under direction supervises the operation, maintenance, and repair of raw water flow lines, pumping stations, storage reservoirs, recreational facilities, lake complexes, and the Spavinaw and Eucha utility systems; and performs other related required duties.

ESSENTIAL TASKS:

- Plans, directs, and coordinates the work of subordinate supervisors engaged in the operation, maintenance, and repair of raw water supply system and related facilities
- Prepares operating plans
- Develops preventive maintenance programs
- Coordinates capital improvement projects
- Formulates plans for emergency work projects
- Reviews and approves plans, specifications, and design concepts
- Works with engineers and contractors to refurbish flowline and pump stations
- Establishes priority usage of lakes and reservoirs
- Coordinates collection of data for long range planning activities
- Conducts field inspections of projects to assure established standards are maintained
- Enforces disciplinary action for rules violations
- Prepares reports and maintains records of costs for use in budget preparation
- Develops and promotes an effective public relations program
- Consults with regulatory agencies and entities to assure compliance with laws, regulations, and guidelines relating to the raw water supply system
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering, preferably including coursework in sanitary engineering, and five (5) years of progressively responsible experience in the construction, maintenance, and repair of a municipal water system and related facilities.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials practices and techniques involved in the repair and maintenance of the City's water system; considerable knowledge of the methods of operation of heavy construction equipment and machinery used in construction work; considerable knowledge of the technical principles and practices of Civil and Sanitary Engineering as applied to a water utility system; and good knowledge of the operating principles of electrical and mechanical pumping equipment. Ability to plan, coordinate, and supervise the activities of a large labor force engaged in public works construction and repair; ability to coordinate the activities of workers in several different skilled crafts and to determine, by inspection, quality of work performed by skilled and unskilled workers; ability to make material and labor estimates and to keep records and prepare reports; ability to read and interpret blueprints and engineering specifications and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, bending, stooping, climbing, lifting and standing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License and possession of a valid Class "A" Water Operator's License and Class "B" Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ); and a Professional Engineer's License is desirable.

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WORKING ENVIRONMENT: Working environment is indoors in an office setting and outdoors and in inclement weather; and requires travel to various City locations to inspect system activities; and may include confined space entry/exit, exposure to hazardous locations and on call 24 hours.

Class Code: 1101

EEO Code: E-01

Pay Code: EX-44

Group: Labor And Trades

Series: Labor and Trades Supervision

Effective date: July 1, 2000