

CLASS TITLE: UTILITY SYSTEMS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision prepares and administers section contracts, performs supervisory duties and technical engineering work to ensure section compliance with applicable City, state and federal regulations and provide technical training, and other related assigned duties.

ESSENTIAL TASKS:

- Supervises, administers and participates in technical engineering work in a municipal water/wastewater system
- Updates and maintains the City's Capacity Management Operations and Maintenance (CMOM) program regularly
- Supervises overflow reporting program
- Writes technical specifications for equipment, materials and chemicals
- Prepares and monitors requisitions for capital and non-capital purchases
- Writes and administers various contracts and processes payment requests
- Reviews engineering projects, plans and specifications
- Conducts and coordinates safety, technical and equipment training
- Ensures equipment complies with applicable City, state and federal regulations and requirements
- Researches and obtains materials for repair of obsolete equipment, gear and systems
- Maintains section's paper, video and computer files
- Prepares and reviews analytical reports relating to section operation and compliance with federal and state laws
- Coordinates special projects
- Develops and implements programs to accomplish section and strategic plan objectives
- 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 environmental engineering, science, management or business, and two (2) years of progressively responsible experience in the administration of a water/wastewater system; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of Department of Environmental quality rules and regulations; considerable knowledge of water/wastewater system and equipment related to its operations; good knowledge of mathematics required to perform engineering calculations; good knowledge of various related software packages; and good knowledge of OSHA regulations. Ability to design Public Works projects; ability to perform engineering calculations; ability to provide effective instruction in various fields of knowledge; ability to interpret and enforce technical ordinances and regulations; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; must obtain an Oklahoma Department of Environmental Quality (DEQ) Class "C" Water or Wastewater Operator's License and an Oklahoma Department of Environmental Quality Instructor's certification within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; may be exposed to traffic, confined spaces,

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temperature/weather extremes, and climbing hazards; and requires travel to various City locations and shift changes for assigned duties.

Class Code: 2022

EEO Code: E-03

Pay Code: EX-32

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical

Effective Date: February 12, 2004