



**CITY OF CENTRAL**  
Job Description

**Water Department Supervisor**

Job Title

**Water Department**

Department/Division

**Water Department Director**

Title of Immediate Supervisor

**Salary Range**

\$69,915.00 - \$94,385.00 (DOE/DOQ)

**June 2024**

Effective Date

**JOB SUMMARY**

Incumbents organize, coordinate, and supervise Water Department staff and activities to include the maintenance, repair and construction of Water Treatment Plant, Water Distribution System, and Surface Water Collection Systems. This includes monitoring treatment effectiveness for compliance, ensuring efficiency of pump stations, security and quantities of surface water reservoirs, evaluation of distribution system for efficiency and adequacy of flow, pressure, and quality. Develops and implements a rotating 24/7 on-call schedule, and executes supervision, budget management, leadership, planning, prioritizing, reporting, assigning work and coordinating projects internally and with contractors.

**ESSENTIAL FUNCTIONS (Major Tasks, Duties and Responsibilities)**

1. Supervises staff to include prioritizing and assigning daily work, conducting performance evaluations, ensuring staff are trained, ensuring employees follow policies and procedures, and maintaining a healthy and safe work environment; interviews, evaluates, and makes hiring, termination, and disciplinary recommendations.
2. Inspects and operates Surface Water Treatment Plant, monitors conveyance of surface water through diversion pipeline, evaluates condition and schedules maintenance on water distribution system. Identifies, investigates, resolves, and responds to issues, concerns, and emergencies from residents related to Water Quality, pressure, and water leaks.
3. Works closely with the Water Department Director to maintain compliance with Drinking Water and Clean Water Regulations. Collaborates with the director to

monitor system failures to develop an achievable long-term Capital Replacement Plan.

4. Fulfills administrative duties such as time-card oversight, time-off requests, personnel issues, invoicing and coding, procurement, and training. Participates in retention plans/ideas and interviews of potential candidates. Conducts research and implements emerging technologies and regulations.

## **ORGANIZATIONAL RELATIONSHIPS**

**Supervision Received:** Water Department Director

**Supervision Given:** Works with and supervises the Water Department staff. Fulfills supervisory responsibilities in accordance with the City's policies and applicable laws.

## **POSITION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education, Experience & Training:** Any combination of experience and training equivalent to graduation from high school and four years of experience in Water Treatment and Distribution.

### **Licensure/Certification/Registration:**

- Valid Colorado Driver's license with safe driving record.
- A Colorado Class "B" Water Treatment Certification **is required**, a Class "A" Water Treatment Certification must be obtained within one year of hire.
- A Colorado Class "2" Distribution Certification **is required**.
- A Colorado Class "D" Wastewater Treatment Certification **is preferred** and must be obtained within one year of hire.

### **Qualifications:**

- Knowledge of techniques, operations, and repair of Surface Water Treatment Plants
- Knowledge of Colorado Primary Drinking Water Regulations (Reg 11)
- Knowledge of SCADA
- Knowledge of Colorado Water and Wastewater Facility Operators Certification Requirements (Reg 100)
- Knowledge of and familiarity with construction plans and inspection.
- Knowledge of operation, maintenance, and replacement of water distribution mainlines, fire hydrants, valves, pressure reducing valves, metering systems, and pumping stations.

- Knowledge Colorado Water Rights, Watershed security, Surface Water conveyance and storage.
- Knowledge of safety practices related to traffic control and street work.
- Ability to use precise instrumentation while analyzing water quality and collecting samples for compliance.
- Ability to complete assigned work in proper and in an efficient manner.
- Ability to manage capital projects.
- Ability to understand and interpret complex mathematical equations related to water pressure, hydraulics, and flow.
- Ability to supervise, monitor, evaluate, and train subordinate staff to obtain certifications.
- Ability to be a leader, mentor, and trainer.
- Ability to carry out projects and purchases within budget constraints.
- Ability to establish and maintain effective working relationships with other employees, elected officials, other agencies and the public.

## **PHYSICAL REQUIREMENTS**

- Ability to perform moderate/heavy physical work, to lift and carry up to 75-100 lbs.
- Ability to stand, walk, run, sit, ride, climb, bend, twist, reach, grasp and perform similar body movements.
- Possesses hand/foot/eye coordination adequate to operate equipment and a vehicle and to work on a computer.
- Ability to talk and hear in person, by telephone and by two-way radio.
- Ability to see and read instructions, manuals, plans, gages, traffics signs and figures on a computer screen.
- Ability to work in a variety of elements, including office, noisy environments, hot/cold adverse weather conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious, or confined places. The employee continually works near moving mechanical parts and in outside weather conditions and may be exposed to toxic or caustic chemicals and risk of electric shock.

The noise level in the work environment is usually moderate but can be heavy based upon duties.

## **EQUIPMENT USED**

Uses and supervises the use of and operates heavy and light construction equipment to trucks with snowplow and spreader, backhoe, skid steer, loader, vacuum trailer, UTV, snowmobile, plate compactor, concrete saw, gas and electric powered equipment, and a variety of hand tools. Uses personal computers, keyboards, telephones, two-way radios, copy machines and other standard office equipment.

## **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Central is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

## **ADHERE TO SAFETY POLICY**

## **EMPLOYEE ACKNOWLEDGEMENT**

I \_\_\_\_\_ DO HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE SCOPE AND INTENT OF THE JOB DESCRIPTION FOR THIS POSITION ON THIS DAY \_\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date