

# Utility Supervisor

## Description

The Utility Supervisor is under the general supervision of the Public Works Director. The Utility Supervision will assist the Public Works Director with water distribution, wastewater collection/treatment, streets, drainage, grounds, and general facility maintenance. Performs other duties as required. The Supervisor is responsible for assisting the supervising of all public works employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** -*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assist the Public Works Director in plans, coordinates, facilitates, corrects, supports, and evaluations of subordinate personnel.
- Directs employees in the Public Works Department by providing instruction on assignments and activities, guiding employees to perform tasks satisfactorily and ensuring duties are completed in a timely manner.
- Ensures personnel are properly equipped and trained to safely perform assigned tasks.
- Monitors water distribution system and wastewater collection/treatment system for compliance with Texas Commission on Environmental Quality (TCEQ) regulations.
- Ensures all regulatory reports and deadlines are adhered to and department activities comply with established rules and regulations.
- Assist overseas and participates in the installation and repair of water distribution and wastewater collection systems.
- Effectively and courteously communicates with the public and other employees by telephone, in writing and in person; and assists handles customer complaints.
- Assists in properly maintaining Public Works Department facilities and stores equipment and materials in a safe, secure, and orderly manner.
- Monitors and maintains adequate inventory, keeps accurate records for proper internal controls and accountability of materials.
- Inspects equipment and performs preventive maintenance and repairs as needed.
- Safely operates hand tools, power tools, small to heavy equipment, and city vehicles.
- Assists with special events.
- Works "on call" to manage urgent or emergency work as needed.
- Devotes his/her productive time, ability, and attention to the business of the city.
- Performs all duties in conformance to appropriate safety and security standards and policies.
- Performs other duties as required.

## Requirements

- Must meet one of the following educational requirements: High school graduate, or GED.
- Must be capable of performing all job functions.
- Must possess and maintain valid, current Texas Class "C" driver license with acceptable driving record.
- Must have five (5) years supervisory experience in Public Works or a related field.
- Must possess Class "C" water and wastewater licenses issued by TCEQ.
- Must be available to work 7:00 a.m. to 4:30 p.m. Monday through Friday, on-call, nights, weekends, and holidays as required to complete essential duties and responsibilities.
- Must be able to operate a computer and effectively utilize Microsoft Outlook, Word, Excel, and other computer programs necessary to complete job duties and responsibilities.
- Must be able to operate typical machinery, tools, small and heavy equipment, and city vehicles.
- Must be able to perform tasks primarily in outdoor environment in extreme weather conditions.
- Must successfully complete drug screen, driver license and background checks.

## Knowledge of:

- Operating procedures, materials, safety procedures, and equipment involved in the installation, repair, operation and maintenance of department infrastructure and functions.
- Occupational hazards, standard safety practices, and state and federal regulations governing employees and workplace safety.
- Basic methods and techniques of general construction related to water/wastewater; public works; or the area of work assigned.
- General city and departmental policies, procedures, and regulations.
- Pertinent federal, state, and local laws, codes, and regulations.

**Skills/Ability to:**

- Physically perform the essential functions of the job.
- Manage and lead a diverse work team toward the accomplishment of common goals in a highly collaborative, yet stressful environment.
- Perform a variety of skilled construction and maintenance tasks.
- Demonstrate effective communication of ideas both verbally and in written form using the English language.
- Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to manage, feel or operate equipment.
- Work extended hours, beyond the scheduled eight (8) hour shift as a result of operational necessities.
- Perform multiple tasks simultaneously, accurately, and efficiently and be flexible as priorities change.
- Ability to learn new skills and techniques and pay strong diligence.
- Effectively interact with other City Departments, subordinates, and coworkers to accomplish work.
- Make quick and sound decisions in stressful situations.
- Ability to accept responsibility and account for his/her actions.
- Understand and follow City/Departmental policies, rules and regulations and conduct oral and written instructions.

**PREFERRED QUALIFICATIONS:**

- Class "C" Wastewater Operator License issued by TCEQ
- Class "C" Water Distribution License issued by TCEQ
- Class "B" water or wastewater license issued by TCEQ
- Direct Representative Certificate
- Texas Class "C" driver license

**Job Information**

- **Job ID:**
  - **Location:** Surfside Beach, Texas, United States
  - **Position Title:** Utility Supervisor
  - **Company Name:** The Village of Surfside Beach
  - **Job Type:** Full-Time
  - **Salary:** \$19.00 - \$23.00 Hourly
  - **Required Travel:** 0-10%
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