



County of Calhoun

Job Description

Job Title: Water and Wastewater Supervisor

Department: 3800 – Water and Wastewater

Reports To: Public Works Director

FLSA Status: Non-Exempt

Summary

To perform duties needed to operate the Water and Wastewater Treatment Department in a manner that is in accordance with all SCDES and EPA regulations. Plans and organizes the overall operations of the water distribution and sewer collection systems. Directly supervises Water and Wastewater department employees and others as required for successful year-round safe and reliable operations. Other duties may be assigned related to this type of work as necessary.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

Responsible for on-the-job, daily organization and supervision to complete assigned tasks in accordance with written or oral instructions.

Performs or supervises actual work, ensures all necessary tools, equipment, materials and manpower are efficiently provided per instructions and/or accepted standard practice.

Ensures proper installation, maintenance, and repair of water lines, water taps, meters, meter boxes, fire hydrants, valves, and other water distribution appurtenances; sewer lines, sewer taps, manholes, lift stations and other sewer line collection appurtenances.

Maintains daily records on work tasks, materials used, and any unusual occurrences, and makes reports to the Public Works Director.

Ensures timely response to emergency repairs. Shifts crews from maintenance to emergency repair as needed.

Responsible for security, inventory, and accountability for county-owned tools and equipment.

Responsible for the safety of crews and adherence to the county's safety policy at all times.

Reads blueprints and interprets data, including angles required in bending pipe, mixture of concrete most suitable for soil conditions, locations for placement of pipe sections.

Works with engineers and developers in developing drawings for system expansion.

Directs activities of workers engaged in inspecting pipes for deficiencies by means of high-pressure air tests, of workers engaged in removing rust and applying protective coating to pipe, of workers engaged in performing backfilling activities, and of workers engaged in digging up and removing pipelines.

Inspects water and sewer lines and reports on any leaks or deficiencies.

Inspects projects under construction for compliance with plans and specifications.

Assists customers with complaints regarding water quality, water and sewer bills, leaks and other problems; recommends adjustments, when necessary. Provides information on moving or replacing water meters.

Oversees activities including, but not limited to, maintenance of water and sewer construction, monthly water samples, water pressure, blue tags, water activations and terminations, dealing with engineers, contractors and customer problems with water and sewer service quality.

Ensures on-call duty coverage during non-work hours as required.

Meets with contractors on water and wastewater projects.

Is required to fill in for other positions within the department as required

Qualifications

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 and/or Experience

High school diploma or general education degree (GED); or three to five years related experience and/or training; or equivalent combination of education and experience. Needs to have at least a class "D" Water Treatment License.

Language Skills

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and

stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment

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 is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to vibration. The noise level in the work environment is usually loud.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.