

WATER UTILITY SUPERVISOR  
City of Fort Atkinson

Purpose of Position

The purpose of this position is to plan, coordinate and supervise installation, maintenance and operation of water pumping, storage and distribution system to deliver adequate supplies of safe potable water for public consumption and fire protection according to applicable standards and regulations. The work is performed under the direction of the City Engineer/Director of Public Works.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops annual Water Department operating budget. Recommends staffing levels, equipment purchases and material/supply needs. Oversees expenditures.

Receives and handles personnel issues according to established policy.

Monitors equipment operating, facilities and grounds condition. Determines maintenance needs.

Plans and manages successful completion of construction and maintenance projects and recommends improvements for future projects. Plans, reviews and implements process changes.

Prepares and approves Department reports to regulatory agencies.

Ensures compliance with standards, rules and regulations regarding potable water and adequate supplies for fire protection. Reviews local, state and federal standards and regulations regarding potable water and water supplies for fire protection. Maintains knowledge of technological development for water treatment.

Advises plant operators and other Department staff regarding changes in process, policies and procedures. Conducts staff meetings.

Supervises work activities and plans work schedules. Reviews completed and work in progress for compliance with specifications and safety standards. Prepares employee work evaluations, manages employee conflicts, recommends promotions and implements discipline. Identifies personnel training needs and provides or arranges training. Plans and directs safety programming.

Coordinates work with other Departments and agencies.

Maintains working relationship with consulting engineers and private contractors.

Selects new employees, implements discipline and terminates employees.

Receives and responds to public complaints, concerns and inquiries regarding water system. Implements and practices good customer service.

Performs public relations functions. Writes press releases, conducts facility tours, attends science fairs or other educational outreach events, as requested.

Assesses and responds to emergency situations.

Assists with water rate case applications to the Public Service Commission..

Reviews all billing reports before distribution to customers. Provides needed information for invoicing to Utility Billing Clerk.

#### Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Answers office telephone. Takes and relays messages.

Operates valves.

Photocopies documents.

#### Minimum Training and Experience Required to Perform Essential Job Functions

An Associate degree from an accredited college with specialization in engineering technology or a related field is preferred. Five years of distribution system and/or supervisory experience is preferred. Proficiency in Microsoft Office products, SCADA systems, and GIS technology preferred. Must possess a valid Wisconsin Department of Natural Resources (WDNR) Water Distribution certification.

#### Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication.

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute tabulate and categorize data.

Ability to maintain and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as monthly operating reports, billing invoices, budgets, revenue projections, lab reports, annual operating reports, inventories, time sheets, job applications, performance evaluations, personnel policies, work schedules, water quality standards, safety regulations, equipment operating and repair manuals, computer software operating manuals, blueprints, schematics, maps and engineering manuals.

Ability to communicate orally and in writing with customers, Department personnel, City Engineer, consulting engineers, contractors, civic groups, business/industry representatives and City officials.

### Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

### Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning on an entire program.

### Physical Requirements

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as water treatment plant and pump controls, electrical instruments, common hand tools, volt/amp meter, motor vehicles, computer terminal, computer printer, telephone and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skills and training, such as drawing and assembling.

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities of difference between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

### Environmental Adaptability

Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, noise, machinery, wetness and disease causes discomfort and presents a risk of injury.

The City of Fort Atkinson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.