

# **CITY OF PULLMAN, WASHINGTON**

## **CLASS SPECIFICATION**

### **OPERATIONS SUPERVISOR – MAINTENANCE AND OPERATIONS**

**2207**

#### **GENERAL PURPOSE:**

Plans, organizes, directs and controls short and long-term work programs for the operation of the city's water distribution and quality-control program and traffic control system maintenance; develops and implements work processes and procedures; serves as technical expert to trouble-shoot telemetry and electronic control systems.

#### **CLASSIFICATION SUMMARY:**

The principal function of an employee in this class is to manage the City's water operation activities including pumping arrangements, trouble shooting complex electronic problems in telemetry equipment, as well as the City's computerized traffic control system. The Operations Supervisor also performs administrative activities to develop budget recommendations, control assigned purchasing processes and monitor operational expenditures; Direct supervision is exercised over the work of Public Works employees. An employee in this class performs the duties of other employees in the City as required. The Operations Supervisor reports to the Maintenance and Operations Superintendent who evaluates work for the proper operation and maintenance of electronic water telemetry equipment and electronic programmable traffic controllers, for the application of state water quality standards and for the effective operation of the electronic water meter reading system.

#### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plans, organizes, directs, controls, and monitors short- and long-term work programs for water operations and street traffic control systems.

Monitors and adjusts electronic water telemetry equipment including tone transmitters, receivers, and flow sensors; adjusts the telemetry system to ensure adequate water supply and efficiency of pumping operations; troubleshoots complex electronic control problems for water control centers and remote sites; develops and implements annual preventative maintenance program for water telemetry system.

Schedules, assigns, directs, motivates, monitors, and evaluates the work of assigned Public Works employees; develops, implements, and evaluates water operations training program for operational functions including safety, telemetry, traffic light and machinery/equipment operation, maintenance and repair, and troubleshooting; reviews and approves time sheets; schedules vacations.

Monitors and processes state-mandated water quality requirements; develops and implements state-mandated programs such as production and monitoring of chlorine residual and fluoride, organic, inorganics, radon, copper and coliform monitoring; prepares periodic reports.

Directs the telemetry system, water chemical equipment, traffic controller and street light preventative maintenance program.

Monitors and troubleshoots electric/electronic problems in computerized traffic control system; assists city engineer in programming traffic controllers; monitors traffic for special events to control traffic flow.

Participates in the state-mandated cross connection control program by scheduling facilities, obtaining price quote and scheduling inspections and testing of new devices installed by contractors.

Develops assigned portions of the Department's budget; assists the maintenance and operations superintendent in the preparation of the annual operation and capital improvement budgets; prepares annual water operations service contracts; prepares written bid specifications for operational equipment, chemicals and supplies; researches materials on operational data for reports or studies.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

#### OTHER JOB FUNCTIONS:

Serves as the person in charge of the water system in the absence of the Superintendent.

Maintains good public relations relating to assigned programs, including informing consumers of program changes, service disruptions and possible home-related problems causing high water consumption.

Perform other tasks as assigned.

#### SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

##### Knowledge of:

- The operational requirements of equipment used to pump, treat, and store drinking water;
- State mandated regulations for testing and monitoring of drinking water quality;
- The operation, maintenance, and repair of electronic telemetry equipment using testing equipment and manuals;
- Radio telemetry system operation, maintenance and repair;
- The operation, maintenance, and repair of electronic programmable traffic controllers such as TCT and Traconex using testing equipment and manuals;
- The operation of electronic meter reading equipment;
- Safety regulations, processes and procedures for electronic controls, hazardous gas storage and handling and traffic controls;
- Supervisory principles and practices including scheduling, assigning, and directing the work of employees.

##### Ability to:

- Apply state regulations for testing and monitoring drinking water quality;
- Troubleshoot and repair electronic telemetry equipment;
- Apply safety regulations for handling chlorine gas and hydrofluoric acid;
- Deal with the public in a pleasant, tactful, and calm manner;
- Troubleshoot and repair electronic programmable traffic controllers;

- Apply modern supervisory principles and practices including planning, scheduling, and directing activities of employees;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Establish and maintain effective working relationships with supervisor, subordinates, and the public;
- Physically perform the essential functions of the job;
- Possess a Water Distribution Manager 3 certification issued by the State of Washington;
- Possess a Cross Connection Control certification issued by the State of Washington;
- Possess a Traffic Signal Technician I or II Certification issued by the State of Washington;
- Possess a Flagging Instructor card;
- Possess a Washington State Certification for Traffic Control;
- Obtain and maintain a valid driver's license and safe driving record.

#### MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years of water system maintenance and operation experience which included the use of electrical/electronic test equipment to troubleshoot and repair equipment and demonstrated ability to effectively direct the work of others; or successful completion of an electronic technician apprenticeship/training program for up to one year of the experience; or any equivalent combination of experience and training. Possession of Washington State Water Distribution 2 certificate and cross-connection control specialist certification, traffic signal technician level I or II, flagging instructor card, and valid driver's license.

#### TOOLS AND EQUIPMENT USED:

Motor vehicle, personal computer, Volt-Ohm meter, selective frequency meter, traffic diagnostic equipment, chlorine residual tester, fluoride ion selective tester, telemetry diagnostic equipment, ladder truck.

#### 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Sufficient powers of observation are required to monitor and repair telemetry equipment and observe and evaluate the work of subordinates.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

Adopted: 1/91 Revised: 9/91, 6/92, 4/94, 6/99, 12/01