

**POSITION TITLE:** WATER DIST. MAINT. SUPERVISOR  
**DEPARTMENT:** PUBLIC UTILITIES  
**DIVISION:** WATER DIST/WW COLLECTION

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Superintendent, Water Dist/WW Collection

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Water Distribution Equipment Operators

**DIRECT:** 6      **INDIRECT:** 0

### POSITION FUNCTION

This position is responsible for day-to-day supervision of Water Distribution Maintenance staff; installing new water mains and services.

### JOB RESPONSIBILITIES

Schedules staff  
Delegates responsibility and authority  
Trains existing and new employees  
Recommends employees for reclassification  
Enforces discipline  
Operates back hoes  
Uses line, leak, and metal locators, hydraulic pumps, shoring, etc.  
Repairs water mains and services  
Makes taps, bores  
Works with contractors and private citizens  
Prepares reports  
Orders materials  
Performs other related duties as assigned

### PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk/hear, use hands to finger/handle/feel, climb/balance, stoop/kneel/crouch/crawl, reach with hands/arms, and lift up to 100 pounds.

## REQUIRED SKILL SETS

### *Occupational/Technical Skills*

Knowledge of hydraulic repairs, confined space entry procedures, shoring procedures

Ability to read blueprints

Ability to operate back hoes, dump trucks, fork lifts, water tap machines, boring machines, leak locators, line tracers concrete saws, hydraulic repair tools, selected air tools

Must maintain a valid Class A Ohio Commercial Driver's License with Tanker Endorsement and have the ability to drive

### *Administrative Skills*

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to properly assign responsibilities to meet objectives

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

### *Cognitive Skills*

Ability to deal with a variety of concrete variables in situations where significant standardization exists

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to perform standard business arithmetic, including percentages and decimals

### *Communications Skills*

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to demonstrate attention to and convey understanding of the comments or questions of others

### *Interpersonal Skills*

Ability to use tact and discretion

Ability to deal courteously and diplomatically with the general public

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

Ability to arrive at constructive solutions while maintaining positive working relationships

### *Leadership Skills*

Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals

Ability to clearly assign responsibilities and tasks to others

Ability to monitor progress and exercise control

Ability to instruct and train staff

Ability to provide performance feedback

## DESCRIPTION OF WORKING CONDITIONS

Work is typically performed outdoors in prevailing weather conditions, around moving objects; most of incumbent's time (more than 2/3 of working day) is spent in contact with City citizens and the general public

## EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent; Class A Commercial Driver's License with Tanker Endorsement; Fork Lift certification; possession of an Ohio Class II Water Distribution Certification; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed 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. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.