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

### REPORTING RELATIONSHIPS

<table>
<thead>
<tr>
<th>Position Reports To</th>
<th>Direct Reports by Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent, Water Dist/WW Collection</td>
<td>Water Distribution Equipment Operators</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct</th>
<th>Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>

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

**Communications Skills**
- 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

**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.