

Town of Milton

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JOB DESCRIPTION

Job Title: Water Department Supervisor

Reports to: Public Works Director

Classification: Non-Exempt

Hours: 40 hrs/week

Prepared by: Wilmer E. Abbott

Approved by: Mayor Newlands

Date Approved: March 19, 2013

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SUMMARY

The Water Department Supervisor is responsible for the daily operations of the Water Department of the Town of Milton. The Water Department Supervisor shall take direction from the Public Works Director regarding the maintenance of streets, sidewalks, parks, town-owned property and buildings, and sanitation. The Water Department Supervisor shares responsibility for the supervision of department staff and other assigned persons with the Public Works Director and shall assume the responsibilities of the Public Works Director when that person is not available. The position requires the ability to plan and execute a program of services through subordinates, contractors and consultants. The Water Department Supervisor is appointed by the Town Manager or Mayor.

Distinguishing Features of the Class

- 1) The Water Department Supervisor works directly with both the public and businesses. This requires the ability to effectively articulate the Municipal Code and policies relevant to divisions and services under the supervision of the Public Works Director.
- 2) The Water Department Supervisor must have demonstrable education and experience with the operation of a public water utility in the State of Delaware. Experience with the coordination of engineering and construction services related to streets, sidewalks, storm water management, parks and recreation and relevant aspects of emergency management is very important to the successful execution of duties as the second-in-command to the Public Works Director.
- 3) Work requires the ability to comprehend and communicate technical issues in a multi-tasking environment. The Supervisor will serve primarily in a technical and labor-intensive capacity. Tasks that are managerial in nature are integral to the position, but will be of secondary importance.

American with Disabilities Act Requirements

This is heavy work requiring the exertion of more than 100 pounds of force occasionally, and in excess of 50 pounds of force frequently or constantly to move objects. Labor-intensive tasks require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing and pulling. Visual acuity is required for both depth perception and color perception, night vision, visual inspection involving small defects and/or small parts. Manual dexterity and strength is required for the use of measuring devices, assembly, fabrication or repair of devices or equipment at arm's length.

Water Department Supervisor ADA Requirements, continued

The worker may be subject to adverse environmental conditions of temperature, noise and vibration for an extended period of time. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Managerial work requires the ability to be seated for long periods of time and reaching, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data.

Knowledge, Skills and Abilities

- 1) A Water Operator's license through the State of Delaware Division of Public Health Office of Drinking Water, with chlorination and fluoridation endorsements and documentation of the fulfillment of continuing education requirements must be current, or completed on the date of the next regularly scheduled state testing cycle.
- 2) Must have the ability to complete timely and accurate reports for regulatory authorities and grant agencies including, but not limited to: Delaware Office of Drinking Water, Delaware Division of Water Resources, the Delaware River Basin Authority, Delaware Department of Transportation, Delaware Emergency Management Agency and the Sussex County Emergency Operations Center.
- 3) Must have the ability to develop departmental goals and objectives, in conjunction with the Public Works Director, as part of the budget process. Setting priorities and coordinating projects and programs for the achievement of these goals and objectives is essential.
- 4) Experience in planning programs and projects, coordinating activities of subordinates and engineers or contractors, periodically reporting progress of projects in writing and managing such programs and projects within a budget is a highly desirable quality of a candidate for the Water Department Supervisor position.
- 5) Demonstrable experience in the conduct of meetings is also preferred. Experience in the conduct of meetings may be educational, consultative or directive in nature. By way of example, the ability to conduct Safety Meetings, in a group setting, is an important job function. Documentation and follow-up of direction given to subordinates in all types of meetings is essential.
- 6) Communication and cooperative operations involving other departments and agencies including, but not limited to: Police Department, Building & Code Enforcement, volunteer fire department, state and county departments related to activities under the supervision of the Public Works Director and private contractors is a Performance quality that will be evaluated and must be mastered in order to retain the position of Water Department Supervisor.
- 7) Effective communication skills that are demonstrated through interaction with county or municipal government leaders, the public and representatives of agencies, corporations and not-for-profit organization representatives, in a public meeting format is another Performance quality that must be mastered in order to retain the position of Water Department Supervisor. Such communication requires courtesy, as well as technical competency. Providing monthly departmental reports, in writing and in electronic format, is an essential function of this communication ability.
- 8) Training may be provided so that competency in the applicable provisions of Occupational Safety and Health Administration (OSHA) regulations, best practices for workplace safety, the maintenance of Material Safety Data Sheets (MSDS) may be achieved within one year of the appointment.

Water Department Supervisor KSA's, continued

- 9) Together with the Public Works Director, the Water Department Supervisor will be responsible for the continuous service of the Water System in accordance with Division of Public Health standards, 365 days per year. The Water Department Supervisor must be available, as scheduling may require, to conduct water quality tests and to respond to water emergencies in a timely manner.

- 10) Must possess a valid license to operate a motor vehicle, be eligible for comprehensive and liability motor vehicle insurance and be credit-worthy for the issuance of a municipal procurement card.

Education/Qualifications

The following combination of education and experience shall be the standard of qualification: An Associates degree (AA/AS), from an accredited college or university, with one years or more of relevant supervisory experience; a high school diploma or graduate equivalency diploma (GED), with additional credentials specific to the operation of a public water utility and three years of relevant supervisory experience.

Additional Requirements

- 1) Employees must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form on the first day of employment.
- 2) Employees must be fluent in the reading, writing and speaking of the English language.
- 3) Pre-employment drug testing is required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.
- 4) Employees may be required to obtain professional certifications, to update training and to affiliate with professional associations if management deems that it is necessary to continue to fulfill the obligations of this position. Attendance at and completion of such coursework is a condition of continued employment. **State of Delaware Water Operators License renewal every two years, without lapse, is specifically required.**
- 5) Direct deposit of employee pay is required.

Additional Responsibilities

- 1) The Water Department Supervisor is expected to demonstrate a standard of excellence in punctuality, productivity and positive workplace attitude for all Town of Milton employees.
- 2) Must maintain files and work area in an organized manner.
- 3) Must be willing and capable of fulfilling other duties, in this or other departments, as assigned.

Employee Signature

Date