



Underground Utilities Supervisor

Employer

City of Winfield Kansas
200 E 9th Ave
Winfield, KS 67156

JOB TITLE: Underground Utilities Supervisor

DEPARTMENT: Utilities

PAY GRADE: 21

SALARY RANGE: \$1,953.83-\$2,852.93

Position Summary:

Under general direction, supervises and performs technical work in the installation, repair, maintenance, and operation of a water and wastewater systems. Enforces applicable ordinances and regulations. Work requires interpretive judgment within prescribed standards and procedures.

Tasks:

- Plans, supervises, schedules, directs, and performs work involving the operation and maintenance of a water distribution and wastewater collection systems.
- Supervises employees in maintaining and operating water mains, valves, hydrants, wells, pumps, controls, storage tanks, lift stations, meters, and related equipment.
- Reviews scheduled projects with the Director.
- Reviews complaints and takes appropriate action.
- Works with residents and contractors relative to services.
- Inspects water connections, main bedding, backfill.
- Sizes up emergencies and takes appropriate corrective action.
- Operates light to medium equipment.
- Assists in budget preparation and budgetary control.
- Meets customers for new services and repairs.
- Trains staff in safety practices and enforces their use.
- Allocates equipment, personnel and materials to each job and accounts for same.

- Monitors maintenance of lift stations, lines, appurtenances.
- AMI metering.
- Supervises meter shop and change outs.
- Assists with hiring.
- Maintains records of time, equipment, and materials used on each job.
- Evaluates employee performance and reviews timesheets.
- Administers personnel policies.
- Takes disciplinary action as required.
- Responds to after-hours emergencies.
- Assists other departments.
- Develops and maintains a level of discipline and working climate in which personnel are motivated to perform to the best of their abilities.
- Prepares project estimates.
- Makes repairs, installs, replaces, and repairs sewer lines, pumps, manholes, water lines, and other appurtenances.
- Supervises a group of workers in the field.
- Makes decisions daily that lead to efficient and effective system construction and maintenance.
- Establishes and maintains effective working relationships with other employees, superiors, other agencies, and the public.
- Deals with the public in a manner that positively promotes the image of the City and handles complaints tactfully.
- All employees of the City of Winfield are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Such call to respond and assist may involve those activities to his/her regular job responsibilities and incorporate other non-job-related duties as necessary and required of an employee. An employee's response to these matters may require the working of unusual, long hours over an extended period with infrequent breaks or rest periods.
- "This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor."

Skills:

- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Financial Resources-Determining how money will be spent to get the work done, and accounting for these expenditures.
- Operation and Control - Controlling operations of equipment or systems.
- Negotiation - Bringing others together and trying to reconcile differences.
- Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job.
- Instructing - Teaching others how to do something.

- Troubleshooting - Determining causes of operating errors and deciding what to do about it.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Time Management - Managing one's own time and the time of others.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Spatial Orientation - The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- Coordination - Adjusting actions in relation to others' actions.

Attributes:

- Manual Dexterity—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Multilimb Coordination—The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Written Comprehension—The ability to read and understand information and ideas presented in writing.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension—The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression—The ability to communicate information and ideas in speaking so others will understand.
- Self-Starter - Accomplishes work with very little direct supervision.
- Service Orientation - Actively looking for ways to help people.
- Rate Control - The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.

Experience and Education:

- Any combination of education and experience equivalent to graduation from high school and six years of progressively responsible experience in water and wastewater system work with some supervisory experience.
- Possession of a valid commercial driver's license.
- Backflow and cross connection control certification.
- ABC certification within three years of appointment.



Physical Requirements:

- Ability to perform moderate physical work and ability to lift 50 pounds and to lift and carry up to 50 pounds.
- Ability to stand, walk, sit, climb, bend, crawl, kneel, push, pull, grasp, reach and perform similar body movements.
- Possesses hand/eye/foot coordination adequate to operate equipment, tools, and vehicles.
- Ability to talk and hear in person, by telephone and two-way radio.
- Ability to see and read instructions, maps, technical materials, operating reports, and similar documents.

Application Instructions:

[Application Here](#)

