

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Water Construction Supervisor

Department/Appointing Authority: Water Department

Date: April 15, 2014

Originator: Eric R. Hooper, Superintendent of Public Works

Personnel Board Use Only

Classification: MP-2

Effective Date of Classification: 7/10/14

Classification Authority: ☒ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

The Water Construction Supervisor is responsible for managing Water Department construction projects including water main replacement, valve and hydrant maintenance and replacement and water main break operations in accordance with Federal, State and municipal legislation, policies and standards.

Position requires thorough knowledge of Federal and State regulations governing municipal water supply, particularly asbestos containment and removal. The position also requires plumbing knowledge sufficient to maintain proper operation of the distribution system components including valves, hydrants and mains.

Acting Water Department Supervisor in the absence of the Water Department Supervisor.

2. Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Supervise Water Department construction activities. Coordinates procurement of necessary valves, hydrants, piping and other ancilliary equipment for planned water main replacement and maintenance. Coordinates procurement of equipment and supplies for water main and hydrant

maintenance. Must follow public procurement requirements. Failure to provide adequate services will jeopardize the health and well-being of the community. Failure to meet Federal and State legislation and water quality standards will significantly jeopardize the health and well-being of residents and may result in liability for the Town.

Maintains storeroom of necessary equipment and repair parts for emergency response to water main breaks.

Is assigned regular plow route and operates heavy equipment during DPW snow removal and sanding operations.

Perform similar or related work as required, or as situation dictates.

3. Supervision

Supervises construction crew of up to 5 DPW personnel including Water Department Truck Driver/Laborers, Water Technicians and Equipment Operators as well as other DPW Division personnel as required to complete construction activities in both emergency and planned instances.

Performs routine functions, requiring the exercise of responsibility and independence in the performance of facilities systems operations and maintenance.

4. Reporting Structure

Works under the administrative direction of the Water Department Supervisor.

Performs highly responsible duties requiring considerable initiative and independent judgment in the development, planning, and execution of municipal water supply..

5. Physical Environment

The Water Treatment Construction supervisor has a physically strenuous and demanding job. He/she will be lifting, pulling and managing equipment and objects including heavy pipe collars, and hydrant components. The Supervisor will have to work in all weather, and must be prepared for both extreme heat and cold. The Operator will be handling potentially dangerous asbestos material and other materials. Consequently, he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others. Some work is performed under typical office conditions; other work is performed outside with seasonal exposure to unpleasant working conditions related to outdoor and/or maintenance functions, required to work outside normal business hours for all water main breaks; on call 24 hours a day.

6. Education/Basic Knowledge

Education: High school diploma; or an equivalent combination of education and experience.

General knowledge of electrical and plumbing methods.

Proficient knowledge of water distribution and pumping systems, distribution system operations and maintenance including pumps, valves and chemical treatment systems asbestos containment and removal and water main installation.

Proficient knowledge of public procurement requirements.

Special Requirement:

Massachusetts Water Distribution Operator's License Grade II

Massachusetts Water Treatment Operator's License Grade III

Massachusetts Class B Commercial Driver's License

Massachusetts Class B Hoisting Engineer's License.

7. Experience

At least five years experience in municipal water supply facilities operation and maintenance; or an equivalent combination of education and experience.

This 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.