



JOB POSITION: UTILITY CONSTRUCTION SUPERVISOR – CM

Division: Customer Operations (Field Operations)
Reports to: Utility Construction Superintendent - CM
Status: Non-Exempt
Grade: 12
Job Code: 765
Date: 07-01-07
Revised Date: 04-01-22
Last Reviewed Date: 04-01-22

SUMMARY OF JOB

Performs difficult skilled work in supervising employees engaged in administration/inventory control in the Water Distribution construction projects. Ensures project conformance to work plans/construction standards/orders. Performs/assists in the planning/preparation/estimation/design of maintenance/construction projects. Develops project cost analysis that includes materials and labor/traffic control/rental equipment/subcontractors/paving/concrete work. Monitors project costs/schedule to ensure compliance with budget/time of completion. Monitors internal projects/outside vendors to ensure contracts/deliverables are delivered on time/in acceptable conditions. Coordinates/schedules equipment/work flow to include coordinating for traffic control/miss utility tickets/alerting customers who may be impacted by construction repairs/permits for working in right of way. Responsible for the overall safety of their crew. Provides recommendations for safety/training needs. Works with other departments/business/agencies/ municipalities concerning joint projects. Accounts for assigned inventory of parts/tools/material purchases. Ensures preventative maintenance of vehicles/equipment by scheduling maintenance. Provides training/instruction to subordinates/other employees. Prepares/submits detailed reports/records. Manages accurate log sheets/checklists/other required records. Receives/handles complaints/incident reports. Communicates with departments relating to work planned. Update system software to document daily work progression. Responsible for event support/snow removal/other emergency tasks. Confers with department superintendent/manager/assistant director on problems encountered. Must work varied work shifts including standby/emergency hours as assigned. May be required to work overtime/extended hours. Graduation from high school/GED equivalent plus five (5) or more years' experience in water/sewer/environmental field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Directs and coordinates work of assigned employees.
- Oversees and delegates field supervision.

- Takes active role in developing employees by establishing individual employee goals and objectives. Assures appropriate resources are available to obtain established goals and objectives.
- Makes recommendations to management on appointments and promotions within assigned area.
- Assures employee performance evaluations are complete and accurate and meet all requirements.
- Ensures project conformance to work plans, construction standards and orders.
- Performs or assists in the planning, preparation, estimation, and design of maintenance and construction projects.
- Develops project cost analysis that includes materials and labor, traffic control, rental equipment, subcontractors, paving and concrete work.
- Monitors project costs and schedule to ensure compliance with agreed to budget and time of completion.
- Monitors internal projects and outside vendors to ensure contracts and deliverables are delivered on time and in acceptable conditions.
- Coordinates and schedules equipment and work flow for maximum efficiency. This includes coordinating for traffic control, miss utility tickets, alerting customers who may be impacted by construction repairs (e.g., door hanger notices), and city or county permits for working in right of way.
- Ensures personnel are following necessary safety procedures by enforcing all safety regulations with emphasis on safe trenching, shoring and confined space practices and is responsible for the overall safety of their crew. Provides recommendations for safety and training needs to management.
- Works with other departments, business, agencies, and municipalities concerning joint projects.
- Accounts for assigned inventory of parts and tools and material purchases on an as needed basis.
- Ensures preventative maintenance of vehicles and equipment by scheduling with County Garage via Faster software.
- Verify and approve employee time sheets and time off requests.
- Provides training and instruction to subordinates and other employees if necessary.
- Prepares and submits detailed reports and records.
- Manages accurate log sheets, checklists, and other required records.
- Assists in the preparation of the department budget.
- Provides mentorship, guidance and encouragement to employees.
- Receives and handles complaints and incident reports.
- Communicates with several WVWA departments relating to work planned and completed along with related updates to mapping.
- Update asset management system software to document daily work progression.

- Responsible for event support, snow removal and other emergency tasks, including some nights and weekends, as needed.
- Performs routine vehicle maintenance.
- Must work varied work shifts including standby and emergency hours as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises assigned employees engaged in maintenance and construction operations within department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Ability to direct and supervise work of assigned personnel.
- Ability to review and recommend improvements in processes and procedures for assigned area.
- Ability to think logically and comprehend data.
- Ability to work with minimal supervision.
- Ability to work safely and obey all safety rules.
- Ability to communicate effectively, both verbally and in writing.
- Ability to respond to inquiries from employees and customers verbally or in writing as necessary.
- Ability to represent assigned area in meetings attended.
- Ability to identify problems and/or conflict and seek management assistance in dealing with problems and/or conflicts.
- Ability to analyze and solve technical and administrative problems.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps, procedure manuals, policies, procedures and guidelines.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to utilize Asset Management Software to access, review, and update GIS data.
- Ability to establish and maintain effective, respectful, and professional working relationships with co-workers, employees, other Water Authority departments and the general public.

- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, being a team player and encouraging teamwork among employees.

EDUCATION and/or EXPERIENCE

Graduation from high school or GED equivalent plus five (5) or more years' experience in water, sewer or environmental field or equivalent combination of education and experience.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.

PHYSICAL DEMANDS OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using equipment is involved.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must be able to stand for an extended amount of time at the jobsite.
- Employee must be physically able to walk several miles during the day.
- Employee must be physically able to regularly reach overhead.
- Employee must regularly lift, carry and/or move up to 50 pounds and occasionally 100 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee will be regularly exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.
- Employee will be subject to exposure to moving mechanical parts and heavy equipment operation.
- Employees will be subject to roadway hazards, i.e. traffic.

- Employee will be subject to outside hazards, i.e. poison ivy, bees, spiders, dirt, animals.
- Employee will be subject to confined areas, i.e. confined spaces, sewer manholes, water vaults, wastewater pits, and/or protected trenches.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application.
- Rating of education, experience, training and qualifications.
- Reference checks.
- Interview with WVWA management team.
- Applicant must pass a pre-employment physical and drug/alcohol test.
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application.
- Job related test might be required and would be administered to all applicants applying for the position.