



## JOB DESCRIPTION

Title: **WATER DISTRIBUTION SUPERVISOR**  
Department: Public Works/Water  
Class Code: 3420  
FLSA Status: Non-Exempt  
Effective Date: July 17, 1995 (Rev. 02/2023)

### GENERAL PURPOSE

Under the general supervision of the Water Superintendent, directs and supervises the work of water department personnel. Oversees projects pertaining to construction, operation, and maintenance of the water system. Ensures compliance with local, state, and federal regulations.

### ESSENTIAL DUTIES

- Oversees the operations of the Distribution branch of the Water Department.
- Oversees and coordinates the Drinking Water Source Protection Program as required by the Federal and State Safe Drinking Water Act.
- Assists in selection, training, evaluating, motivating, disciplining, and directing the work of Murray City Distribution employees, to include Water Distribution Technicians, Water Electrician, and Water Meter Readers.
- Keeps apprised of the Safe Drinking Water regulations.
- Maintains required records and documentation as specified by the Utah Public Drinking Water rules and regulations; coordinates water quality activities with the Division of Water Quality.
- Prepares and processes water user claims, applications, change applications and extensions of time on water rights.
- Researches old and new well applications at state agencies and submits documentation to state agency for approval.
- Provides information to outside and inside agencies regarding water use, power, etc.
- Oversees the collection and reporting of required water source and system sampling. Manages sampling plan.
- Manages Water Conservation, rebate, and public outreach programs. Compiles and submits data and information to assist with the Conservation plan.
- Assists with the designing, organizing, developing and implementing of a wide variety of data collection and retrieval systems and associated activities for a division GIS program.
- Trains other water personnel in water quality, pressure regulation, pump operation and maintenance of the distribution system.

- Oversees the compliance and record keeping of the Cross Connection Control Program.
- Prepares the annual water report, Consumer Confidence Report, and keeps the Water Specification Book current.
- Responds to customer concerns and inquiries regarding water quality and service.
- Establishes and maintains cost effective maintenance and repair schedules for all distribution system wells and tanks; coordinates emergency repairs for wells and SCADA.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduate from high school, plus two (2) years of college/technical related course work in biology, geology, ecology, chemistry, water quality, pumps and motors, etc.; plus, two (2) years of water distribution experience or an equivalent combination of education or experience.

### Special Requirements

- Must possess a State of Utah Grade IV Unrestricted Water Distribution Operator certification.
- Must possess a valid Utah Commercial Driver License.
- Performs duties on trouble truck and must be generally available and respond within 30 minutes to emergency “call outs” at any time of day, year-round, regardless of weather conditions.
- Must possess Class I Cross Connection Program Administrator Certification within twelve (12) months of appointment.
- Must possess Utah Water Rights certification within twelve (12) months of appointment.
- Must possess Utah Water Conservation certification within twelve (12) months of appointment.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of Federal Safe Drinking Water Act, Utah Public Drinking Water Regulations, OSHA regulations and well head protection regulations.
- Must possess necessary knowledge, skills and ability to gather and report information.
- Ability to follow and teach standard safety practices and procedures.
- Understand knowledge of city current meter reading software and its application.
- Ability to work closely with engineers and State enforcement personnel.
- Ability to effectively evaluate, maintain, and control the water distribution system, water tank levels, city water pressure, and set SCADA system control points.
- Ability to communicate effectively both verbally and in writing and create Excel and Word documents.
- Ability to effectively motivate employees to work.

## **TOOLS & EQUIPMENT USED**

- Motorized vehicles and equipment including dump truck, pickup truck, utility truck, pumps, compressors, generators, common hand and power tools, shovels, wrenches, radio, phone, ditch witch.

**PHYSICAL DEMANDS**

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk and talk or hear. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

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.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_