



JOB DESCRIPTION:
PUBLIC WORKS – UTILITY SUPERVISOR

DEPARTMENT: PUBLIC WORKS DEPARTMENT
REPORTS TO: PUBLIC WORKS DIRECTOR/ASSISTANT DIRECTOR

Under general supervision of the Public Works Director/Assistant Director, the Public Works Utility Supervisor is responsible for the Utilities Division, which includes oversight and participation, when necessary, of the maintenance and repair to the Village's infrastructure, water system, sanitary and storm collection systems, equipment, buildings and grounds, and supervision of the utility employees. This position assists with public relations activities related to the utilities system maintenance and improvements, performs supervisory functions, field observations, and construction inspections. This position requires an Illinois IEPA Water Operator License Class "B".

DUTIES & ESSENTIAL JOB FUNCTIONS

- Ensure Village water and sanitary collection systems are in compliance with State and Federal regulations.
- Monitor scheduled sampling requirements (water watch, etc.) and ensure that all necessary water and wastewater samples are collected properly and delivered to the appropriate laboratory for analysis. After analysis is completed and reported, make sure that the samples taken meet quality standards and that these results are also reported to the governing agencies that monitor these results. If there are samples that need to be re-sampled, these must be completed in a timely fashion to avoid violations.
- Complete all necessary reports, forms, and documents necessary to remain in compliance with all applicable governing agencies such as Illinois EPA, US EPA, Illinois DNR, IDOT, and other regulatory agencies.
- Enforce all provisions of water and sanitary collection system ordinances, Federal, State, County, and Local laws and regulations.
- Develop and maintain systems to enhance the existing records system for recording pumping rates, daily consumption, flow and pressure readings, flushing and maintenance of the systems, and compliance reporting.
- Respond and investigate resident questions and concerns.
- Manage the addition of treatment chemicals used in water production and maintain adequate inventories of the same.
- Provide support to the Village's Building Services Department to complete thorough and timely inspections of newly installed water and sanitary sewer infrastructure.
- Effectively train, mentor, and evaluate the performance of division staff, including annual performance evaluations.
- Participate and make recommendations in personnel matters including, but not limited to,

interviewing potential employees, appraising productivity and efficiency of employees. Offer advice and assistance when necessary, and respond to employee complaints.

- Assist with the development, implementation, administration and enforcement of departmental emergency operations, policies, and safety rules and regulations.
- Keep abreast of problems, circumstances, activities or events which may/will affect the department and keep the Director and Assistant Director apprised of concerns.
- Provide ongoing administration and oversight of various Village contracts and agreements for which the Department is responsible.
- Assists with the formulation and implementation of short and long range goals for the Village; develops long-range plans for facilities and infrastructure improvements.
- Assists with the Department's annual operating budget and capital improvement plans; provides regular status reports on Public Works projects.
- In conjunction with other Public Works Divisions, maintain and keep records/documentation for wells, treatment facilities, water storage infrastructure, pumping systems, distribution system, public use amenities at Village buildings and parks, fire hydrants, valves, water and sanitary sewer metering systems, sanitary collection system, sanitary lift stations, SCADA system, and all ancillary equipment, vehicles, and structures.
- As a division, perform property, grounds, and structures maintenance.
- Maintains and repairs various Village infrastructure, including roadways, curbs, sidewalks, water mains, sanitary and storm sewers, facilities, and other Village infrastructure.
- Capable of operating equipment such as, backhoe, wheel-loader, vector truck, utility vehicles, tractors, lawn mowers, and snow removal/ice control equipment.
- In conjunction with the Fleet Division, perform preventive maintenance on and keep records for the departments vehicles, equipment, and power tools.
- Ability to operate, troubleshoot, and diagnose instrumentation including the Village's SCADA System.
- Oversee the metering system, including meter changes, meter readings, and shut-offs.
- Plans, organizes, supervises, and directs the activities of Department staff; promotes continuous improvement to ensure a high level of competence and excellent customer service.
- Supervision of the maintenance, repair, and construction of various Public Works projects. Monitors work areas to prevent, identify, and remedy unsafe conditions.
- Responds to emergency call-outs for Public Works related concerns. Must be available 24-hour per day / 7-days per week basis. This position will share "Call-Out" duties with other division staff to respond to emergencies that affect division functions.
- Participates with the Village's Snow Removal Operations. Utility operations do have priority over all other activities.
- Performs related work as directed by the Public Works Director/Assistant Director.

QUALIFICATIONS & SKILLS REQUIRED

The Utility Supervisor shall be committed to providing exceptional customer service, tactful diplomacy, and impartiality. Other necessary qualifications and characteristics include:

- Requires High School diploma and three (3) years progressively responsible experience in Public Works Operations with one (1) year experience in a supervisory or management

- position. Or an equivalent combination of education, experience, and training.
- Illinois Environmental Protection Agency (IEPA) Public Water Supply Class B Operator License in good standing.
- Valid Illinois Commercial Driver's License (CDL) Class B with Air Brake or ability to obtain within three (3) months of hire.
- Understanding of municipal, county, and State government operations. Thorough knowledge of the principles and practices of municipal public works and public utilities. General knowledge of the governing regulations and operational processes.
- Experience in municipal construction, maintenance, and operation of heavy equipment.
- Ability to communicate orally and in writing. The ability to effectively present information and respond to questions from residents, groups of elected officials, Village staff, developers/land owners and the general public.
- Thorough knowledge of excavation, trenching, and infrastructure repair. Knowledge of public notices and occupational hazards particular to this work, along with the necessary safety precautions. Knowledge of construction contract administration and estimating the cost of construction work.
- Ability to review the work of various operating departments, and maintain effective working relationships with Village officials, employees, residents, contractors and officials of other governmental bodies.

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 or feel objects or controls and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to fifty (50) pounds many times throughout the workday and occasionally up to one hundred fifty (150) 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 occasionally works near moving mechanical parts; in high, precarious places, and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration.
- The noise level in the work environment is usually moderate.