2022 City of Bryant
Water Field Supervisor - proposed 2022
Job Description

Job Code: 8000
Exempt: No
Department: Water Distribution
Reports To: Water Superintendent
Location: Wastewater Department
Date Prepared: March 08, 2012
Date Revised: March 14, 2022
Safety Sensitive: This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

Responsible for installation, maintenance, repair, expansion, replacement and relocation of water distribution system in the field. Maintain accurate records and reports on a daily basis. Other duties may be assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in planning methods and sequences of operations to facilitate additions, deletions and replacements/modifications to the water distribution.

2. Directs the activities of a small team of personnel within the water distribution team who oversee installation, maintenance, and repair.

3. Works closely with Water Superintendent to schedule work and coordinate projects.

4. Investigates any illegal use of services.

5. Provides assistance to Water Superintendent in managing special projects related to water distribution (new businesses, subdivisions, schools, and apartment complexes), upgrades to transmission lines.

6. Performs operations of heavy equipment such as backhoes, excavator, dump trucks, bulldozer, skid steer and associated attachments etc. as needed.

7. Obtains additional equipment and materials needed to complete water distribution system.

8. Provides technical assistance with other City departments (Fire, Parks, Street) on matters pertaining to water standards and maintenance and ensure compliance with Federal, State, and Local standards.

9. Verifies location of various systems in the City's water distribution infrastructure for future mapping, repair and maintenance requirements.

10. Regular and punctual attendance.

11. Ability to work overtime.

12. Operate specialized equipment for water distribution system.

13. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 6 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. ability to read, analyze, and understand general business/company related articles and professional journals; ability to speak effectively before groups of customers or employees. ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS
Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Required to obtain Water Distribution 1 license as directed by the department head. Valid Class B CDL drivers license recognized by the State of Arkansas

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Class A CDL
Knowledge in and ability to operate specialized water equipment such as "mole machine" and fittings.

SOFTWARE SKILLS REQUIRED
Intermediate: Database, Spreadsheet
Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Human Resources Systems, Payroll Systems, Presentation/PowerPoint, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of

employees, all performing basically the same type of work.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND
Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from $1,000,000 to $10,000,000.

ACCURACY
Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT
Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Medium. Job creates a monetary impact for the organization from $1mm to $10mm.

IMPACT ON END RESULTS
Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT
Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT
Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS
Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

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

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

PHYSICAL ACTIVITIES
The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must occasionally lift and/or move more than 100 pounds;

regularly 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 ability to adjust focus.

ADDITIONAL INFORMATION
Not indicated.

JOB DESCRIPTION ACKNOWLEDGEMENT
I acknowledge that I have read the Job Description for this position and understand the requirements, responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Printed Employee Name _____

Employee Signature _____ Date:_____

Supervisor Signature _____ Date:_____