



JOB DESCRIPTION

JOB TITLE: Construction and Repair Supervisor

DEPARTMENT: Utilities

REPORTS TO: Field Services Superintendent

FLSA: Non-Exempt

GRADE: M1

DATE: 05/31/2023

SUMMARY OF JOB PURPOSE:

Responsible for supervising and performing technical duties in the repair, construction, and operation of the County's water and wastewater systems, and in projects relating to those systems.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; provides training and reviews work of assigned staff; prepares employee performance evaluations; participates in the interview and hiring process; organizes and assigns work, sets priorities, and follows-up to ensure completion of assigned work; ensures proper safety precautions are followed.
- Works independently and with a group on construction and maintenance projects and tasks relating to the County's utilities systems.
- Excavates and backfills trenches using vacuum excavation and backhoes, hand and power tools; repairs, installs, and maintains water and sewer lines, connection valves, and related facilities; cuts pipes, caulks joints, bends pipe, installs tapping valves, and makes wet taps; lays pipe and installs valves.
- Checks job sites for potential hazards; ensures that appropriate traffic control; understands and adheres to all applicable safety rules, regulations, practices, or procedures.
- Drives and operates a variety of light and heavy vehicles and construction equipment.
- Performs routine to complex tasks associated with utilities equipment. These include lubrication; cleaning; adjustment of pumps, valves, and fluid levels; and recording and logging test results, gauge readings, and observed conditions.
- Locates and marks underground water, wastewater, and storm drainage infrastructure.
- Assists with customer service requests and provides excellent customer service; responds to questions and complaints from the public.
- Monitors system conditions and makes process control adjustments using computer and SCADA systems.
- Organizes work assignments and sets priorities.
- Prepares and maintains records of work performed and materials used.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



- Checks job sites for potential hazards; ensures appropriate traffic control; understands and adheres to all applicable safety rules, regulations, practices, or procedures.

CONSTRUCTION AND REPAIR SUPERVISOR

ESSENTIAL FUNCTIONS (continued):

- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Performs and/or assists with work on water and wastewater systems and related equipment as necessary.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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.

Education and Experience:

Two (2) years of college-level course work in pre-engineering, construction technology, or a related field; AND four (4) years of utilities construction experience; **OR** an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Employee supervision, including selection, review and evaluation, motivation, training, and discipline.
- Program development, and goal setting
- Concepts, materials, and terminology related to utilities systems.
- Federal, state, and local requirements pertaining to public utilities systems.
- Equipment used to operate, maintain, and repair utilities systems.
- Methods, techniques, parts, tools, and materials used in the maintenance and repair of utilities systems.
- Cross connection control, fire system operation, pressure regulation, and fluid dynamics.
- Computer programs, including SCADA, used in utilities operations.
- Safe operation and inspection of various trucks and construction equipment.
- Techniques for framing, roofing, concrete installation, and electrical installation used in and around well houses, booster stations, and storage facilities. Must have a strong working knowledge of confined space entry, trench safety, and working from extreme heights.
- Safe work methods and safety regulations pertaining to the work.
- Record-keeping practices, both electronic and hard copy.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Best practices for project management, and providing lead direction

CONSTRUCTION AND REPAIR SUPERVISOR

Skill in:

- Using initiative and independent judgment within general policy guidelines.
- Recognizing unusual, inefficient, or dangerous operating conditions.
- Setting priorities, coordinating multiple activities, and meeting critical deadlines.
- Maintaining effective communication and working relationships with internal and external stakeholders.
- Identifying and resolving operational, technical, and procedural problems.
- Preparing clear written and verbal reports.
- Planning and determining priorities.
- Contributing to the accomplishment of work group goals, objectives, and activities.
- Safely and effectively using and maintaining hand tools, power tools, and heavy equipment related to the work.
- Operating utilities equipment, systems, and infrastructure.
- Operating measurement tools, sampling equipment, and laboratory instrumentation.
- Operating and maintaining pumps, motors, valves, air relief valves, and control systems.
- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Reading and interpreting plans, maps, and instructions.
- Using GIS and SCADA as applied to utilities systems.
- Understanding and following oral and written directions.
- Maintaining accurate records of work performed.
Planning, directing, and reviewing the work of others on a project or day-to-day basis;
instructing others in work procedures

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Class C Driver's License
- Within 15 days of employment:
 - OSHA 30 Certificate
- Within 6 months of employment/promotion:
 - Nevada Class A CDL with tanker endorsement
 - Nevada Flagger Certificate
 - Nevada Water Distribution Grade 3 Certificate



CONSTRUCTION AND REPAIR SUPERVISOR

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, sewage, loud noise, electrical shocks, hazardous chemicals, electrical currents, gases, working at heights of more than 10 feet, dust and noxious odors.