

Kalamazoo Lake Sewer & Water Authority

Operations Supervisor

Minimum Requirements upon hire: Possess a High School Diploma or GED, a valid Michigan Vehicle Operator License. Posses a State of Michigan DEQ Water Systems S-4, and a Water Treatment D-4 License as issued by the related regulatory agency. Candidate must possess upon hire a Michigan CDL-B with Tanker endorsement or acquire within 90 days of hire. Preferred candidates will have five or more years of successful experience working in water and/or sewer utilities with some post secondary education.

Work Requirements:

- Schedules and supervises the Systems Operators with the daily, weekly, and monthly duties. Participates in and/or assigns work, monitors work output, and instructs employees.
- Plans, organizes and supervises the System Operators in the performance of water and sewer treatment, collection, and distribution systems construction, maintenance and repair. Acts as the on site supervision during main breaks and repairs and assists staff as needed insuring that all proper construction activities are enforced and followed.
- Develops and maintains maintenance and inventory records as necessary.
- Oversees the operation of projects associated with water and sewer systems including the cleaning, maintenance, repair and installation of water and sewer systems along with all related metering.
- Responds to public inquiries and investigates complaints.
- Coordinates with other supporting agencies to ensure proper support for the accomplishment of projects.
- Establishes daily work priorities and objectives, and participate with staff in a broad range of activities. Delegates work, instructs employees, trains employees, and monitors performance. Recommends disciplinary action if warranted.
- Participates in routine maintenance, repair and construction projects related to water and sanitary sewer systems. Activities will include the supervision of and/or the act of installing, repairing, maintaining of water mains, sanitary sewers, fire hydrants, water and sewer service connections and service lines along with sewer lift stations and water well houses and their appurtenances.
- Safely and proficiently operate vehicles and equipment of various sizes and weights along with a full range of hand and power tools associated with construction and maintenance projects.
- Inspects and assists in the operation, maintenance and repair of a variety of machines, vehicles, water and sewer facilities and treatment facilities. Reports any malfunctions and coordinates repair activities.
- Assists in the preparation and administration of budgets. Prepares requisitions for materials and equipment to facilitate repairs.
- Develops and monitors programs and staff to assure OSHA compliance.
- Assures completion of the Miss Dig procedures and trains staff as necessary to complete.
- Knowledgeable and trained in the procedures of confined space entry and willing to perform duties in a confined space.
- Trains employees on the safety standards and precautionary procedures for equipment use, maintenance and repair. Instructs and trains employees on departmental policies and procedures, and monitors to ensure compliance.
- Prepares written reports, forms and related paperwork in a timely matter for both internal and external agency reporting as requested by the Manager and as required by law.
- Maintains appropriate licensures as required to fulfill duties.
- Seeks and acquires further work related licensures upon qualification by regulatory agency.
- Remains informed of agency and industry developments through continued training and professional growth. Attends conferences, workshops, seminars and meetings as appropriate.

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Operations Supervisor (cont.)

- Establishes and maintains positive relationships with citizens, employees, peer agencies, service communities, project contractors, professional firms, and other governmental units.
- Responds to emergencies on a 24 hour basis as may be necessary or as assistance to the On-Duty Systems Operator.
- Works in an office and in the field in all weather conditions.
- Maintains records in an orderly manner.
- May be required to perform subordinate duties as necessary by circumstance.
- Proficient working knowledge of standard office equipment and computer software along with industry specific software such as GIS, SCADA, and PLC's.
- Assumes the responsibility as the designated Back-up Operator for the water system.
- Performs related work as necessary and as required.

The previous work requirement is not a list of the related work in its entirety, but is intended to be a summary of fundamentals. The duties of the job will change as requirements change. The employee will need to successfully adapt in order to address the industry and organizational changes.