



**WATER RESOURCES SUPERVISOR
CLASSIFICATION DESCRIPTION**

Job Classification Title:	Water Resources Supervisor	
JAG:	Maintenance & Operations	JAG Level: 5
FLSA Status:	Non-Exempt	Pay Grade: 13
This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the Town.		

JOB CLASSIFICATION SUMMARY

Serves as a supervisor in the operation and maintenance of the Town's wastewater treatment, collection or water distribution infrastructure and facilities.

DISTINGUISHING CHARACTERISTICS

This is a supervisor level maintenance and operations classification in the Water Resources job family that requires advanced technical knowledge and skill in the technical/functional aspects of assigned role. Work involves planning and coordinating work assignments and the modification of established guidelines and the initiation of new approaches.

ESSENTIAL DUTIES

The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the Town's needs.

- Supervises and evaluates a technical staff; prepares work orders; addresses employee concerns and issues; mentors, counsels, disciplines, and completes performance appraisals; conducts interviews and makes hiring recommendations; schedules and prioritizes work.
- Ensures water distribution and wastewater treatment facilities are following all state and federal regulatory requirements.
- Directs and assists staff in the performance of monitoring, testing, maintenance and repair associated with water and wastewater facility operations.
- Evaluates system performance based on flow reports, in-house monitoring and regulatory compliance lab reports.
- Assesses and controls for hazards.
- Prepares reports for dissemination to regulatory agencies.
- Serves as a liaison to regulatory agencies, contractors, engineers and vendors.
- Performs related work as assigned.

KNOWLEDGE

- Supervisory principles and practices
- Customer service principles
- Standard office equipment including the computer and programs relevant to the performance of applicable duties and responsibilities
- Methods, materials, practices and equipment generally used in the construction, repair and maintenance of utility systems
- Safe operation and maintenance of a wide range of equipment and medium and heavy duty vehicles
- Monitoring and maintaining safe work conditions
- Occupational hazards and safe work practices



WATER RESOURCES SUPERVISOR CLASSIFICATION DESCRIPTION

- Advanced knowledge of water distribution systems, wastewater collection and treatment systems.
- Methods, materials, tools, standard practices and regulatory compliance for the installation, maintenance, operation, repair, and inspection of water and wastewater distribution/ collection and treatment systems.
- Various hand and power tool and equipment operation
- Utility locating principles

SKILLS

- Supervising and evaluating the work of subordinate personnel through planning, organizing, prioritizing, assessing, motivating and evaluating performance objectively
- Maintaining confidentiality and exercising good judgment in handling sensitive information
- Organizing office procedures and delegate effectively
- Using computers and related software applications
- Mediating crew conflicts to acceptable resolution
- Understanding, directing and interpreting schedules
- Operating medium to heavy equipment
- Operating hand and power tools, light and medium equipment, and cleaning equipment
- Performing various reading comprehensions
- Identifying and solving problems
- Reading maps
- Understanding and interpreting engineering drawings, maps, and work orders
- Performing duties under emergency conditions including knowing standard procedures and exercising sound judgment when procedures do not apply
- Communication, both verbal and written, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

MINIMUM QUALIFICATIONS (at job entry)

Education and Experience:

High School Diploma or GED and 5 years of related experience; or an equivalent combination of directly related education and experience.

Required Certifications/Licenses:

- Valid Arizona Class D Driver's License

If assigned to Wastewater Division:

- ADEQ Grade IV Wastewater Treatment Systems Operator Certification
- ADEQ Grade II Wastewater Collection System Operator Certification

If assigned to Water Division:

- ADEQ Grade III Water Distribution Operator Certification
- ADEQ Grade II Collections Operator Certification

Required to Obtain within a Specified Period of Time:

- CPR and First Aid Certifications
- OSHA 30 Certification



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Preferred not required:
ADEQ Grade III Water Treatment Operator Certification

CLASS HISTORY INFORMATION

Created: 9/2022
Amendments:



**WATER RESOURCES SUPERVISOR
PHYSICAL & ENVIRONMENTAL FACTORS**

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical Strength for this position is indicated below with an "X"	
	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
X	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
Standing	Communicating with co-workers, observing work site, observing work duties			X		
Sitting	Desk work			X		
Walking	To other departments/offices/office equipment			X		
Lifting	Supplies, files			X		
Carrying	Supplies, files			X		
Pushing/Pulling	File draws, tables and chairs			X		
Reaching	For supplies, for files			X		
Handling	Paperwork			X		
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment			X		
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground			X		
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Crawling	Under equipment					X
Bending	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Twisting	From computer to telephone, getting inside vehicles			X		
Climbing	Stairs, step stool				X	
Balancing	On step stool				X	
Vision	Reading, computer screen, driving	X				
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	X				
Talking	Communicating with co-workers and public and on telephone	X				
Foot Controls	Driving					X
Other (Specify)						

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:

Insert

ENVIRONMENTAL FACTORS:

D	W	M	S	N
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**WATER RESOURCES SUPERVISOR
PHYSICAL & ENVIRONMENTAL FACTORS**

Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never
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Health & Safety Factors	D	W	M	S	N	Health & Safety Factors	D	W	M	S	N
Mechanical Hazards	X					Respiratory Hazards					X
Chemical Hazards					X	Extreme Temperatures					X
Electrical Hazards	X					Noise and Vibration					X
Fire Hazards					X	Wetness/Humidity	X				
Explosives					X	Physical Hazards					X
Communicable Diseases				X							
Physical Danger or Abuse					X						
Other (Specify Below)											

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Description of Non-Physical Demands	C	F	O	R	N
Time Pressure					X
Emergency Situation					X
Frequent Change of Tasks			X		
Irregular Work Schedule/Overtime					X
Performing Multiple Tasks Simultaneously			X		
Working Closely with Others as Part of a Team			X		
Tedious or Exacting Work			X		
Noisy/Distracting Environment				X	
Other (Specify Below)					

PRIMARY WORK LOCATION

	Office Environment
	Warehouse
	Shop
	Recreation/Neighborhood Center
	Vehicle
	Outdoors



Town of Wickenburg, AZ

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X	Other (Specify Below)
	Water Reclamation Plant

