

SOUTHWEST REGIONAL WATER DISTRICT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority:	Board of Trustees	Employee Name:	
		Position Title:	Distribution Supervisor
Dept./Div.:	Operations	Unit:	Distribution
		Employment Status:	Full-time
Reports To.:	Operations and Maintenance Manager	FLSA Status/Pay:	Exempt
		EEOC Job Group:	Professional

QUALIFICATIONS: An example of acceptable qualifications (all of the following):

- Demonstrated knowledge of operational, technical and Ohio EPA regulatory requirements relative to the operation, maintenance and repair of a public water distribution system; and
- Demonstrated management experience, preferably in a union environment; and
- Excellent written and verbal communication skills including the ability to prepare formal correspondence and reports, conduct group meetings, presentations, etc.; and
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

Preferred: Construction experience in water distribution and water supply and treatment systems.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Ohio Class II Water Distribution License is required.

Valid driver's license is required.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printers, fax machine, telephone, copier, and other standard business office equipment, motor vehicles, including boring machines, heavy equipment, trucks, trailers, vactor equipment and other equipment typically used to maintain underground infrastructure.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.) and water facilities, and has exposure to possible injury due to unclean or unsanitary conditions. Employee may also perform inspection of projects, surveying, utility locating, and other work outdoors in adverse conditions for extended periods of time. The position may require other duties, including assisting and or relieving other personnel during absences. The position may occasionally require the lifting and/or movement of items weighing as much as 50 pounds. It may occasionally involve operation of hydrants and valves, installation of hydrant meters and pressure gages, and opening meter pits or vault lids.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered non-sedentary work.

Date Adopted: 12/26/2018

Date Revised: 06/22/2021

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 40% (1) **Supervision:** Daily supervision and scheduling of work assignments for any and all work performed by System Maintenance staff. Manages work order system to ensure complete and accurate documentation of work performed. Confirms productivity of employees, compliance with all rules, regulations, policies, agreements, and safety policies; coaches, counsels and issues appropriate discipline for violations or non-compliance; approves timesheets and leave use requests; performs fair and accurate performance assessments.
- 40% (2) **Planning and Reporting:** Tracks data, prepares and submits required reports to ensure compliance with all Federal, State and Local regulations; prepares work plans and budgets for operations and maintenance of the District's transmission, distribution and metering functions; procures equipment, chemicals, materials, supplies and services and manages an appropriate inventory to facilitate efficient maintenance and repair of the District's infrastructure; facilitates sampling, testing and reporting to ensure regulatory compliance.
- 15% (3) **Customer Services:** Responds to customers regarding water service and delivery, new services, easements, etc.; deals with high priority customer issues; and coordinates with vendors, contractors, outside agencies, etc. as necessary.
- 5% (4) **Addresses and resolves exception conditions, special projects, provides customer service and permitting back-up, provides cross-training to co-workers and subordinates.**
- (5) Meets all job safety requirements and all applicable PERRP safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

- (1) Demonstrates regular and predictable attendance.

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- (2) Performs on-call and supervisory duties outside normal business hours.
- (3) Performs other related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: basic accounting; budgeting; database management; EPA laws and/or regulations; District goals and objectives*; District policies and procedures*; PERRP rules and regulations; water treatment plant operating procedures; water treatment regulations; utility construction, maintenance, and repair; water distribution systems construction, maintenance, and repair; water distribution principles and practices

Skill in: use of office equipment, GIS, SCADA, word processing and spreadsheets, databases, heavy equipment including backhoes, boring machines, vactors, large trucks and trailers

Ability to: interpret a variety of instructions in written, oral, picture or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret and apply laws, rules, or regulations to specific situations; calculate fractions, decimals and percentages; complete routine forms; prepare maps, charts, graphs, or plans; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; read blueprints; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

POSITIONS DIRECTLY SUPERVISED:

System Maintenance Technician

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed all the pages of my position description, and that I understand the contents.

(Signature of Agency Representative)

(Date)

(Signature of Employee)

(Date)

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