

HARDIN COUNTY WATER DISTRICT No. 1
Job Description

TITLE OF POSITION: Distribution System Supervisor (Exempt, Salaried – Pay Grade E-11)
DEPARTMENT: Distribution / Ft. Knox
REPORTS TO: Ft. Knox Systems Director
SUPERVISES: Distribution Operators, Heavy Equipment Operators, Collection Operators
REVISED: June 2019

BASIC POSITION DESCRIPTION:

Plan, direct, coordinate and evaluate all activities and operation of the Water Distribution and Wastewater Collection Department.

ESSENTIAL POSITION FUNCTIONS:

Follow up on completion of assigned work and complete required paper work related to work orders, inventory use and GIS Mapping system updates. This individual is responsible for all maintenance, repair, inspection and new construction in the distribution & collection systems (including manmade stormwater facilities) including inventory. Work performed must be in compliance with Federal, State, and AWWA standards. This individual is authorized to drive a District vehicle and is responsible for the up keep of this vehicle. Direct distribution and collection crews on daily assignments and follow all District and Division of Water, KY Public Service Commission guidelines and Government contract requirements in relation to the installation and repair of water mains, water services and hydrants. Maintain accurate system totals and records. Must utilize CMMS and GIS programs. Any and all other job duties as may be assigned.

STANDARDS OF PERFORMANCE:

Knowledge of water distribution, wastewater collection and stormwater operations. Extensive knowledge of federal, state and local regulations and laws. Extensive knowledge of functions, servicing and maintenance requirements of mechanical and electrical equipment and machinery. Knowledge of state and federal safety requirements. Knowledge of the occupational hazards and proper safety precautions. Knowledge of the operation of associated construction equipment. Strong knowledge of materials, equipment, and practices used in pipeline construction and maintenance. Knowledge and understanding of the Government contract requirements as well as the layout of water and sewer lines, including the location of valves and appurtenances. Must read maps and review construction plans.

MENTAL AND PHYSICAL REQUIREMENTS

This position will report to the Ft. Knox Water Distribution Center located on post so incumbent must pass security background check as required to work on Ft. Knox. Must lift pipe and materials as well as climb up and down ladders and in and out of trenches as required. Must read small printed numbers on dials and input those numbers by pressing a keypad on a handheld device without transposing the numbers. Must monitor audible and visual alarms and communication devices including telephone, cell phone, SCADA and truck radio. Frequent standing, sitting, stooping, walking; Climbing to high places or working in confined spaces also required.

WORKING ENVIRONMENT AND CONDITIONS

Work is mostly outdoors and includes exposure to all weather conditions. Work environment involves moderate to severe health and safety risks so incumbent must learn safety procedures and personal protection methods and practices.

EDUCATION, EXPERIENCE AND TRAINING

High school diploma or equivalent required. Must be certified by the Kentucky Division of Water as a Distribution Operator Class IV-D and Class IV Collections or able to attain within reasonable period of time. Associate or Bachelor's degree highly desirable; Minimum three (3) years' experience in the

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operation and maintenance of distribution system related to the construction end of the utility industry. Three (3) years in a supervisory capacity directing work of others, reviewing completed work and evaluating performance preferred. Valid driver's license required.

Acknowledgement for Receipt of Job Description

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print) Date

Employee Signature Date

Supervisor's Signature Date