

## **Water/Sewer Supervisor**

The Water/Sewer Supervisor assists with the leadership, management, and overall direction of the City of Westminster Utilities Department. This position reports to the Utilities Director. Our dedicated team delivers valuable water and wastewater services that are essential to our community's health, environment, and economy through the stewardship of infrastructure and natural resources.

### **Key responsibilities include:**

Ensuring Westminster Utilities provides high-quality and reliable services to our customers.

Supervising and managing Water Distribution and Wastewater Collection Systems consisting of one water crew of four members and one wastewater crew of two members.

Maintaining 24/7/365 operation; preparing for and responding to emergencies.

Promoting collaboration, cooperation, communication, and the flow of information throughout the organization.

Directing the preparation of short-term and long-range plans and budgets based on the City of Westminster's goals and objectives; overseeing departmental knowledge management; ensuring effective asset management; and maintaining a safe workplace.

Monitoring, evaluating, analyzing, and communicating overall activities, policies, and programs.

Developing performance metrics and seeking continuous improvements in all aspects of the operation and regularly presenting information and recommendations to the Utilities Director.

Interacting with local, state, and federal agencies and other stakeholders.

Serving as Acting Utilities Director as requested.

### **Essential Functions**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: oversees work of subordinate supervisors; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Ensures water distribution system, wastewater collection system, facilities and operations comply with established operating procedures, safety practices and quality standards, City administrative policies and procedures, and applicable state and federal regulations.

Develops and implements operational plans; organizes and assigns work; assesses division operations and identifies needed policy and/or procedural changes to improve department performance.

Assists with the preparation of the water division and sewer division operation and capital improvement budget recommendations; and monitors approved budget expenditures.

Manages assigned resources; monitors use of materials, equipment and supplies; prepares and/or approves requisitions; purchases equipment, services, materials and supplies as needed; and applies charge codes to invoices.

Responds to questions, complaints and issues raised by the staff, general public, customers, contractors, City officials and other interested parties; meets and communicates with staff, contractors, and internal and external customers regarding water operations, facilities and services.

Reports water distribution system and sewer collection system information to state regulatory agencies and other oversight agencies as required; keeps superiors abreast of potential problems and/or issues.

Responds to emergency calls after hours; maintains on-call status at all times.

Prepares and/or reviews administrative forms, operational and production reports, vehicle maintenance reports, budget information and other program information and submits to the Utilities Director and other City officials as requested.

Manages the preventive maintenance and repair programs for facilities, equipment and vehicles; establishes equipment maintenance schedules.

Prepares or completes various forms, reports, work orders, inventory sheets, time sheets, monthly reports, budget documents, invoices, production reports, performance evaluations, or other documentation of work activities; forwards, retains, or files, as appropriate.

Receives various forms, reports, work orders, laboratory records and reports, production reports, maintenance reports, equipment specifications, schematics, electrical diagrams, bulletins, budget documents, invoices, manuals, policies, reference materials, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with supervisor, City officials and employees, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

Operates a personal computer, pickup truck, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

**Successful candidate should have:**

HS diploma or GED and SCDHEC Class C distribution license or greater,

OR

Associate degree or bachelor's degree in a related field with the ability to obtain a SCDHEC Class C license within six months,

AND

valid SC driver's license, mechanical ability, ability to lift 50 lbs, extended walking or standing, availability for afterhours call-out on a rotational basis.

**Team members are our most important resource. Pay and Benefits include:**

Salary Range is \$66,206.25-\$86,068.15.

Membership in the South Carolina Employee Retirement System

Health, Dental, Vision, Life Insurance, Dependent Life, Long-term Disability

Vacation, Sick, Personal, Bereavement; Paid Holidays

And more.

**Equal Opportunity Employer**

The City of Westminster is an Equal Opportunity Employer committed to integrity, reliability, teamwork, safety, stewardship, innovation, diversity, equity, inclusion and belonging. Visit [www.westminstersc.org](http://www.westminstersc.org) to learn more about Westminster or to apply for this this excellent opportunity. This recruitment will close upon filling of the position.