



Water & Natural Gas Construction Supervisor

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Utilities General Manager

SUPERVISE: Seasonal Construction Utilities Employees

****Will coordinate with Water/Wastewater Supervisor & Natural Gas Supervisor on the use and supervision of staff during construction projects****

SUMMARY DESCRIPTION

Responsible for supervising, performing, directing, and coordinating the construction of the natural gas distribution and drinking water distribution systems. Ensures compliance with Nebraska State Fire Marshal and Federal pipeline regulations on construction of natural gas lines. Also responsible for ensuring water distribution system construction in compliance with Nebraska DHHS. An incumbent will be required to perform duties on an on-call basis, as needed.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Performs supervisory functions such as assisting with staffing, scheduling work, assigning work duties, training personnel on various construction techniques. Coordinate staff for specific construction projects with Water & Wastewater Supervisor and Natural Gas Supervisor.

Supervises in the construction, installation of natural gas and water systems as designed and/or approved by Natural Gas & Water System Designated Operators.

Participates in inspection, maintenance, repair, and operation of all facets pertaining to the city's gas distribution system to ensure proper functioning as needed.

Participates in the testing of all gas related measuring devices needed for construction and related facilities impacted by construction.

In coordination with Natural Gas & Water Supervisors, responsible for determining specific problem areas within the gas and water distribution systems; supervises and participates in sectionalizing the system for minimum service interruption needed during construction activities.

Ensures that all construction activities are performed in a safe and efficient manner.

Ensures that needed materials and supplies are at the job sites; loads, unloads and hauls materials and equipment to and from job sites.

Participates in locating gas and water lines during excavation; participates in the city's one-call system as needed.

Assists the Utilities Manager in the preparation of the departmental budget with input regarding the city's water and gas distribution system construction activities.

Coordinates with the Utilities Manager in developing specifications for new equipment purchases needed for construction; makes recommendations regarding equipment use and purchase.

Operates large trucks, forklift, loaders, backhoe, and other vehicles as needed and basic hand, power and electric tools in the performance of duties and according to established guidelines, including equipment located at the town border station.

Reviews work performed by departmental staff and private contractors for conformance to policies and procedures in order to ensure uninterrupted operations of the water & gas departments.

Ensures the maintenance of a safe work environment for all employees by training and monitoring employees in the safe and efficient operation of various equipment, skills, and techniques; performs safety evaluations and inspects work for quality assurance in accordance with safety standards.

Plans and implements equipment and safety training programs and standards in coordination with other outside agencies.

Administers first aid to injured persons; requests medical attention for individuals when needed.

Performs preventive maintenance on assigned vehicles and equipment; ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.

In Coordination with Natural Gas and Water Supervisor, responsible for updating, reading, and interpreting city maps of the gas and water systems.

Answers inquiries from the general public; receives complaints pertaining to the gas distribution, including gas leaks and carbon monoxide calls and takes appropriate action to resolve problems or concerns.

Attends various meetings including City Council and other committee meetings, as needed; answers inquiries and makes recommendations pertaining to the construction of the gas distribution and water distribution systems.

Attends professional seminars and meetings to keep abreast of the techniques and skills used in maintenance and repair duties of a gas distribution and water distribution systems.

Operates standard office equipment in the performance of duties, i.e. copier, fax machine, personal computer, calculator, etc.

Establishes and maintains positive public relations with the public, other employees, other governmental agencies,

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Theory of natural gas and natural gas distribution.
- Materials, procedures, methods and practices utilized in maintaining water supply and distribution systems.
- Techniques, methods and practices used in municipal water & gas distribution including construction, installation, inspection, maintenance, repair and operational activities.
- Federal, state and local regulations, codes, standards and specifications pertaining to natural gas & water distribution, construction and maintenance.
- Operation of operate heavy and light vehicles, machinery, equipment and tools pertaining to the construction, installation, inspection, maintenance, repair and operation of a gas & distribution system.
- Emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.
- First aid principles and the techniques of administering emergency medical aid.
- Precautions necessary to work safely with and around automotive and mechanical equipment to promote a safe working environment.
- Geography of the city and the water and gas distribution systems.
- City's responsibilities and ability to use independent judgment in the performance of duties.

Ability to:

- Analyze working conditions of equipment, and to detect flaws or defects in operation.
- Learn the materials, procedures, methods and practices utilized in construction and maintaining water supply and distribution systems, wastewater collection and treatment.
- React quickly and calmly in emergencies.
- Maintain the confidentiality of appropriate communications, documents and transactions.
- Work in the trenches and other precarious places.
- Accurately prepare, read and interpret line construction plans, technical sketches, blueprints and instructional manuals.
- Plan and layout a comprehensive work program.
- Enforce ordinances and other regulations with firmness, tact and impartiality.
- Plan, assign, direct and supervise the work of subordinates.
- Accurately prepare and maintain various reports and other departmental documents.
- Apply mathematical computations as applied to standard construction formulas.
- Load and unload heavy machinery.
- Work independently and safely without close supervision.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the gas distribution system. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, cleaning solvents, disease causing bacteria, noise and inclement weather conditions.

Physical an incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

Must have four (4) years of experience, working with or constructing a gas/water distribution system or related field, with at least two (2) years in a supervisory context, or an equivalent combination of education, training and experience.

An associate degree and/or successful completion of sixty (60) semester credit hours from an accredited college or university with an emphasis in construction management, engineering, public works or other similar program would be preferred but not required.

Additional Requirements

Must possess a valid driver's license and may require a CDL.

Ability to report to the work site within a 15-minute response time, in normal weather conditions.

Must maintain certifications as required.

Must possess or ability to possess within 1 year gas operator's certification.

Must possess or ability to possess within 1 year a State of Nebraska Water Certification Grade IV.

May be asked to possess certifications of welding and plastic fusion.

Regular Full-Time Grade N

Created 2021