

Town of Hingham, MA
Weir River Water System
Job Function: Distribution System Supervisor

General Responsibilities:

Under general guidance of the Project Manager and Assistant Project Manager, the Distribution System Supervisor will perform hands on operations of the distribution system.

Summary

The incumbent will be accountable for allocating and scheduling work assignments, supervising, and inspecting maintenance, repair and installation work performed in the water distribution system. Will also oversee the day-to-day operations of the CMMS (Kloudgin) for the distribution system, this will include maintaining assets and inventory, creating and scheduling work orders, managing maintenance schedules and assessing performance through reporting.

Special Skills/Abilities Needed:

- Strong knowledge in methods, practices, procedures, materials and equipment associated with the construction, maintenance and repair of water distribution systems
- Ability to effectively supervise skilled and unskilled employees
- Ability to accurately read and interpret engineering plans and drawings
- Ability to communicate effectively both orally and in writing
- Ability to handle multiple deadlines and multiple projects

Nature & Scope-Principal Areas of Responsibilities:

- Coordinate and schedule a variety of maintenance, installation and repair projects for the water distribution system.
- Responsible for scheduling traffic control and obtaining required utility mark-outs as needed
- Ensure proper use of CMMS by distribution field staff.
- Allocate and assign work crews to specific jobs based on job requirements and manpower ability.
- Act as timekeeper for distribution employees (inputting payroll and coordinating of vacation schedules)
- Schedule, supervise and inspect maintenance, repair and installation work of employees and subcontractors.
- Perform documented safety inspections of system maintenance crews and inspectors during course of daily field inspections
- Respond to complaints or problems received from customers (residential, commercial and client) by conducting physical site inspections.
- Set up and maintain billing schedules and liaison with Corporate Customer Service to ensure adherence and accuracy of meter reading uploads/downloads.
- Oversee meter reading administrative work and reports to ensure accuracy and conformity to company policy and procedures. This includes, but not limited to, high & low meter reading edits, meter reading exceptions reports, create and follow up on service order relating to meter reading exceptions.
- Investigate site for planned projects to determine necessary safety precautions, special tools and equipment, in addition to other special project requirements.
- Participate in developing and implementing the department's operational scheduling and standard operating procedures
- Assists in compliance with contract deliverables
- Communicates appropriate information as needed to the appropriate parties
- Must be able to respond to emergency calls and work extended hours as needed (the incumbent must be member of the emergency callout rotation team). May be required to adjust work schedule to supervise operations during off hours.
- Maintain and control the spare parts inventory associated with the water distribution system.
- The incumbent must be in possession of a valid driver's license.

In addition, the following is a list of additional accountabilities for the incumbent:

- Complies with all organization safety procedures
- Sets the tone for safety and housekeeping
- Lead by example
- Accountable for personnel issues
- Performance
- Corrective Action
- Development

Education and Experience:

- High school diploma or equivalent
- 5-10 years of experience working in public water supply transmission and distribution systems
- D2 license with the ability to obtain a D3 within 6 months of hire

Physical Demands of Job

Physical Demands Requirements of the Distribution System Supervisor SUEZ/Weir River Water System

In terms of an 8-hour workday:	
<i>O = Occasional</i> = 1%-33% or 0-3 hours	<i>F = Frequent</i> = 34%-66% or 3-6 hours
<i>C = Continuous</i> = 67%-100% or 6-8 hours	<i>N = Never</i>

Demand/Description	Shift Duration	Frequency	Type of Surface	Work Performed	Weight	Additional Info.
Standing: To maintain entire body in erect posture without change in location.	8	F	Tile, Concrete, Asphalt, Dirt, Gravel	See Job Description		
Walking: To move entire body for some distance using heel/toe gait	8	C	Concrete, Asphalt, Dirt, Gravel	See Job Description		
Sitting: To rest weight on the lower part of the body	8	O	Vehicle seats, office chairs	See Job Description		
Lifting: To exert physical strength necessary to move objects from one level to another	8	F		Lifting tools, materials, equipment, and bags of chemicals	50lbs	
Carrying: While walking, to hold or rest weight directly on hands, arms, shoulders, back.	8	F	Concrete, Asphalt, Dirt, Gravel	Carrying tools and equipment	50lbs	
Bending: To move forward from the neck or waist, or to flex elbow, knee, wrist, or other body part.	8	F		See Job Description		
Kneeling/Stooping/Squatting: Performing a task while on bent knees, bending forward and down from waist, or to sit on one's heels.	8	F		See Job Description	50lbs	
Twisting: To rotate upper trunk to right or left from neutral position while sitting or standing.	8	F		See Job Description		
Reaching & Stretching: To position arms from elbow flexion to extension.	8	F		See Job Description		

Demand/Description	Shift Duration	Frequency	Type of Surface	Work Performed	Weight	Additional Info.
Pushing, Pulling, Dragging: To exert force toward or against an object to move it away.	8	F	Concrete, Asphalt, Dirt, Gravel	See Job Description		
Climbing: To ascend or descend ladders, scaffolding, stairs, poles, inclined surfaces.	8	F	Stairs, ladders	See Job Description		
Balancing: To maintain body equilibrium on narrow or inclined surface(s).	8	O		See Job Description		
Lying Down: To be resting flat on back or stomach.	8	N				
Crawling: To move entire body along a surface with hip/knee flexion and on your arm/flexion.	8	O	Concrete, Asphalt, Dirt, Gravel	See Job Description		
Use of Hands: (requiring simple and firm grasping, or fine manipulation with dominant/non-dominant hand/both hand(s).	8	C		Operation of tools and equipment		
Use of Feet: (other than standing or walking). To flex and extend the foot.	8	F	Concrete, Asphalt, Dirt, Gravel	See Job Description		
Vehicle:	8	O	Concrete, Asphalt, Dirt, Gravel	See Job Description		
Heavy Equipment:	8	O	Concrete, Asphalt, Dirt, Gravel	Material moving with forklift		
Specialized Equipment used during job tasks:	8	N				

Identify which of the following must be intact and functioning properly:

- Speaking (English) Yes No
Hearing Yes No
Seeing Yes No
Walking Yes No

Can this job be modified?

Temporarily?

Yes: Duration depends on function and limitations being restricted

Permanently?

No