

**CITY OF FALMOUTH  
POSITION DESCRIPTION**

JOB TITLE: Supervisor (CS 1)

DEPARTMENT: Water/Waste Water Plant

**ESSENTIAL DUTIES AND RESPONSIBILITIES.**

- Provides direction for the operations of the City's Water/Waste Water Treatment Department.
- Possesses all skills required of PW 4, 3, 2, & 1 classes. (?????)
- Coordinates with outside contractors on projects for the City Water/Waste Water Department.
- Performs all aspects of program and project planning for City Water/Waste Water Department.
- Serves as a liaison to the community, elected officials, and media pertaining to Water/Waste Water endeavors.
- Implements and maintains inventory system for department.
- Implements and maintains a program for preventative maintenance.
- Trains new hires to departments.
- Maintains resource manual of suppliers and materials.
- Prepares and implements departmental budget.
- Submits monthly departmental reports (or as requested) to the Mayor and City Council. Perform other duties as necessary.

**PERIPHERAL DUTIES AND RESPONSIBILITIES.**

- Attend meetings at the request of the Mayor.
- Assists Mayor with activities, upon request.
- Maintains departmental records.
- Scheduling of Water/Waste Water employees.
- Manage emergency and inclement weather situations, including dispatch of workers.
- Assist in planning new facilities.
- Investigate citizen complaints.

**SUPERVISION RECEIVED.**

Works under the general supervision of the Mayor

**SUPERVISORY RESPONSIBILITIES AND DUTIES**

Provides direct supervision to all Water/Waste Water employees.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a plant or field setting. Frequent outdoor work is required in the field. Occasionally work is performed in an office setting.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; talk or hear; and use hands to finger, touch, or feel. Sometimes the employee is required to climb or balance; stoop, kneel, crouch, or crawl; reach with hands and arms; and taste or smell.

The employee must frequently be able to lift and/or move weights up to 100 lbs.

### **Vision Requirements**

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision
- Peripheral Vision
- Depth Perception
- Ability to Adjust Focus

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. Sometimes the employee is exposed to wet, humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat (non-weather); risk of electrical shock; work with explosives; and vibrations.

The noise level in the work environment is usually loud.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Graduation from high school, or GED
- Two or more years of supervisory experience.
- Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

- Strong written and verbal communication skills.
- Understanding of basic mathematics.
- Strong leadership skills.
- Considerable knowledge of federal, state and local laws and ordinances as applicable to public utilities in a municipal setting.
- Knowledge of landscaping, construction, general building maintenance, road maintenance, and infrastructure as applicable to a municipal setting.

### **SPECIAL REQUIREMENTS**

- Must possess a valid driver's license or have the ability to obtain one upon hire.
- Must obtain, or have the ability to obtain upon hire a commercial drivers license (CDL). (?????)
- Must possess a valid municipal water distribution license.

- Ability to obtain any other licenses deemed necessary for the successful completion of job tasks.

**TOOLS AND EQUIPMENT USED**

- This position uses various City-owned equipment and vehicles.
- Position uses standard office equipment.

Date approved \_\_\_\_\_