Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: Utility Service Supervisor	**CLASS NUMBER**: 50020	**FLSA**: Non-Exempt
AGENCY/DIVISION: Sanitary Engineering/Treatment Operations	**JOB TYPE**: Full Time, Classified	**PROBATION PERIOD**: 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE**: N14	**POSITION CONTROL #**: 090240
POSITION LOCATION: 280 E. Broad St., 2nd FL., Columbus, OH 43215	**TYPICAL WORK SCHEDULE**: Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN)**: SE Director (090100)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Wastewater Operator 1 (090213) Plant Attendant (090211, 090212)		

CLASSIFICATION PURPOSE:
The primary purpose of the Utility Service Supervisor classification is to oversee assigned operations and maintenance of water distribution systems and wastewater collections systems to ensure continuous quality, safe water and sewer services.

JOB DUTIES:
Perform the operation, maintenance and supervision of water distribution, wastewater collection and hydrant infrastructure. Supervise, oversee, direct and report on the activities of wastewater operator and plant attendant personnel and outside contractors performing work for the department. Approve overtime and work schedules for wastewater operator and plant attendant personnel. Approve supply orders and recommends special supplies and equipment to the Director for approval. Monitor and complete department inventory reporting. Respond to customer complaints on-site, via telephone or through written correspondence. Participate in the development, enforcement and updating of all water and wastewater programs and plans. Manage the department's 24/7 emergency service program. Prepare reports and makes recommendations to the Director. Prepare cost analysis of system needs for budget consideration. Monitor and report on expenditures. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:
Knowledge of budgeting; inventory control; supervision, safety practices; public relations; agency policy and procedures; Skill in skilled trade; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; gather, collate and classify information about data, people or things; recognize safety warnings; handle sensitive inquiries from and contacts with officials and general public; demonstrate physical fitness; demonstrate agility.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
High School diploma or GED with some vocational course work with five (5) years of utility service or related experience; or any equivalent combination of training and experience.

Supervisory Responsibilities
Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, and to recommend the discipline or discharge of other employees.

Additional Requirements
Ohio Class A CDL license and registered with the Department of Health for responsibility for department septage hauling is required. Ohio EPA Class I water treatment, and Class II wastewater treatment certifications.

UNUSUAL WORKING CONDITIONS:
May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:
I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

_____ _____ _____
Employee Name Employee Signature Date