



JOB DESCRIPTION

JOB TITLE:	Utility Supervisor	FLSA:	Non-Exempt
DEPARTMENT:	Public Works; Utilities	GRADE:	S1
REPORTS TO:	Utility Superintendent	DATE:	December 2021
BARGAINING UNIT:	Non- Represented	SALARY RANGE:	\$64,411 - \$103,058
		HIRING RANGE:	+/- midpoint, \$83,732

SUMMARY

The Production and Treatment Division is responsible for the 20 million gallon per day (MGD) activated sludge wastewater treatment plant (Elmhurst Water Reclamation Facility or WRF) with 10 sanitary sewer lift stations and the 15.0 MG capacity water production system which utilizes three large finished water reservoirs and three elevated storage tanks; plus 17 storm water pumping stations, four storm water reservoirs, 11 emergency sanitary overflows, and numerous ancillary systems.

This is a highly skilled position in the operation and maintenance of the City of Elmhurst Utility systems. The Utility Supervisor is responsible for preventative, scheduled, and emergency maintenance of all water production system, sanitary lift station, wastewater facility, and storm station equipment. Work involves responsibility for the safe and efficient operation and maintenance of the department, direct supervision of operations and maintenance staff, and knowledge of safe operating practices and procedures. Additionally, this position requires the ability to meet emergency conditions. Work is performed under the direct supervision of the Utility Superintendent.

ESSENTIAL FUNCTIONS

Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function.

*Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Leads the continued development and implementation of the asset management program for the Public Works Utility Division.
- Communicates the asset management program framework, including goals, strategies, and performance measures to key team members and field personnel.
- Provides input to Public Works Utility Division management to effective and cost-efficient management of the water distribution, sanitary collections, storm collections, water reclamation facility, storm station, lift station and water production assets.
- Implements data from City of Elmhurst infrastructure projects into CMMS, including but not limited to, project documentation, plans, equipment assets, preventative maintenance scheduling, project expenditures, equipment warranty management, work order records, GIS

databases and inspection data.

- Writes, updates, and maintains standard operating procedures regarding the asset management program.
- Provides training and technical assistance to Public Works Utility Division staff regarding policies, procedures, methods, and workflow related to asset management.
- Ability to troubleshoot and resolve data and software issues with the asset management platform.
- Ability to perform mid- to upper-level data analysis and assess the impacts of data and information management.
- Prepares reports and dashboards to simplify database user experience.
- Must be able to perform all federal, state, and local compliance reporting.
- Communicates and coordinates with City of Elmhurst staff, permit applicants, engineers, and construction contractors regarding asset management practices and data implementation.
- Ability to explain technical issues to non-technical City of Elmhurst staff, City residents, engineers and contractors.
- Responds proactively to inquiries from City of Elmhurst staff, including basic technical support.
- Promotes and maintains responsive community relations.
- Promotes teamwork and maintains positive working relationships.
- Performs related duties as assigned.
- Must be able to work in team manner to mentor and train other employees as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- Applicant must possess a high school diploma or general education degree (GED); associates or bachelor's degree desirable.
- Minimum of four years of experience and/or training in the operation and maintenance of utility systems. Previous supervisory experience preferred.

Required Certificates, Licenses and Registrations

- Must possess a valid driver's license.
- Ability to obtain a CDL Class A license (with air brakes) within 12 months of employment. Maintain driver's license with CDL Class endorsements while employed.
- IEPA Class 1 wastewater certification preferred. Must maintain certification going forward once certified. IEPA classes 2-4 wastewater certifications acceptable with demonstrated ability to obtain Class 1 certification within two years of date of hire.
- IEPA Class C water certification preferred or obtain within two years from hire date. Must maintain certification going forward once certified.

Required Knowledge and Skills

- Knowledge and understanding of the operational and safety procedures as outlined in the standard operating procedures and practices found in department manuals.
- Knowledge and understanding of machines, equipment and operating practices, as well as the occupational hazards and necessary safety precautions in the water/wastewater department.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers,

common fractions, and decimals. Ability to compute rate, ratio, and percent.

- Ability to interpret and make needed adjustments from charts, gauges and instrument readings.
- Ability to manage Utility maintenance staff to fully support operational requirements.
- Ensures a safe work environment for all employees, provide work order assignments, and assist with employee training.
- Establishes programs to control and improve processes. Assure that control measures are reported as required.
- Writes, updates, and maintains standard operating procedures (SOPs). Train staff on SOPs as needed.
- Must demonstrate ability to operate CMMS work order system within 12 months of hire. If internal employee promoted, this skill must already be obtained.
- Must demonstrate efficient and effect operations using data from CMMS system.
- Keeps accurate records of maintenance performed on all equipment, machinery, and facility systems within the CMMS system.
- Keeps accurate records of who performed maintenance and the cost of each maintenance task.
- Analyzes, maintains, and modifies the preventative maintenance program within the CMMS system based on data.
- Ability to troubleshoot equipment malfunctions and breakdowns. Ability to make needed repair to troubleshooting findings.
- Schedules non-routine maintenance needs, address process control problems, supply needs and unusual instrument readings.
- Assures the maintenance of safe work areas and equipment, promptly corrects work hazards, as necessary. Investigates and reports all work related injuries immediately, complies with all safety rules and attends appropriate safety programs.
- Assists in the annual employee performance reviews including written documentation and employee counseling sessions.
- Promotes and maintains responsive community relations.
- Promotes teamwork and maintains positive working relationships.
- Must be able to work in team manner to mentor and train other employees as assigned.
- Responds if called upon to assist in snow removal effort.
- Performs related duties as assigned.

PHYSICAL/MENTAL REQUIREMENTS

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

- While performing the duties of this position, the employee is regularly required to stand and walk. The employee frequently is required to use hands, to touch, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Must be capable of turning, twisting, bending, and squatting for short periods of time in order to reach valves, read gauges and take instrumentation readings.
- Must be able to climb stairs, walk and be mobile approximately 80-90 percent of the time.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds (with assistance).

WORKING ENVIRONMENT

- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals.
- Work could be considered hazardous due to being exposed to varying weather conditions, noxious odors, human and chemical waste, chlorine and sulfur dioxide gas.
- The noise level in the work environment is occasionally loud.

SAFETY FUNCTIONS

- Becomes familiar with and observes all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

EMPLOYEE:

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

SUPERVISOR:

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____