

WATER METER SHOP SUPERVISOR

NATURE OF WORK

This is skilled supervisory work directing the installation, maintenance, testing and repair of water meters and backflow preventers for industrial and commercial customers.

Works involves responsibility for supervising the installation, maintenance, repair and testing of large water meters; inspection of large water services, backflow assembly and meter installations; and the maintenance and testing of backflow prevention devices. Supervision is exercised over field and shop technicians. General supervision is received from the Assistant Superintendent of Water Service through conferences and inspection of completed projects.

EXAMPLES OF WORK PERFORMED

Supervises, prioritizes and assigns work to subordinate staff and ensures that the work is completed as assigned.

Supervises and coordinates contractor testing and maintenance of backflow prevention devices including scheduling of device testing, registration of contractors and documentation of testing and maintenance.

Supervises and trains technical staff to investigate and resolve questions from customers with regard to water quality, water hydraulics, water leaks, consumption issues, leaking devices and cross connection control requirements.

Supervises and coordinates the testing and documentation of large industrial and commercial water meters to ensure large water meter customers are accurately billed.

Supervises occasional testing, disassembling, cleaning, repair, adjustment, reassembling and retesting of backflow devices when performed by Lincoln Water System personnel.

Supervises and assists in conducting premise surveys of customer facilities including documentation and notification of non-compliance, and proper follow-up on required corrective actions.

Provides technical and administrative assistance in the plan review process of proposed new construction and renovation of existing customer facilities as it pertains to large water service connections; works with internal and external agencies during the plan review process within other Lincoln Water system sections.

Supervises small meter testing and associated documentation.

Assists in the above duties when necessary as work loads demand.

Coordinates, plans and schedules various service requests originating from the Lincoln Water System business office; resolves customer service issues with industrial and commercial clients.

Insures plumbers and contractors comply with the Lincoln Municipal Code, Title 17 when installing and testing large water meters and backflow preventers; plans and manages large water meter and backflow preventer installations and conversions including cost estimating, material ordering, scheduling work and resolving customer concerns.

Coordinates the repair and adjustment of large or special meters in the field.

Assists in training and professional development activities for staff and contractors.

Assists other Water Distribution supervisory staff with on-call and emergency response duties.

Prepares reports of work status and project budgets utilizing asset management software, spreadsheets and word processing software; maintains a variety of work-related records.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, parts and tools necessary for the repair and adjustment of all sizes and makes of water meters and backflow prevention devices.

Considerable knowledge of Lincoln Municipal Code, Title 17, the Lincoln plumbing code, and the State of Nebraska water treatment and supply regulations.

Considerable knowledge of personnel rules and regulations, administrative regulations and applicable bargaining agreements.

Considerable knowledge of the practical application and use of asset management software, databases, spreadsheets and word processing software.

Ability to plan, schedule, assign and review the work of subordinates.

Ability to keep accurate records and reports.

Ability to locate and adjust defects in meters and backflow prevention devices.

Ability to use all testing and repair devices made available in the shop.

Ability to establish and maintain effective working relationships with plumbers, private contractors, water system customers, other City staff, subordinates and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience in the installation, repair and testing of a wide variety of water meters and backflow prevention devices supplemented by training and/or experience in building and construction trades.

Possession of a valid Grade III and Grade VI Nebraska Water Operator's Certificate.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in the installation, repair and testing of a wide variety of water meters and backflow prevention devices or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Possession of a valid Grade VI Nebraska Water Operator's Certificate.

Possession of a valid Grade IV Nebraska Water Operator's Certificate within one (1) year of hire.

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